

**CANAAN BOARD OF SELECTMEN'S MEETING
MINUTES
Wednesday, August 5, 2009**

The meeting was brought to order at 8:01 AM by Chairman Reagan at the Fire Department. Selectman Borthwick, Selectman Lewis and Town Administrator Michael Capone were also in attendance. Others present: Larry Brabant, David Heath, Amy Thurber, Nelson Therriault, Glenn Carey, Bob Scott, Vicky Mc Alister, Al Posnanski, Jim Rancore (Representing the Fire Department), Police Chief Sam Frank, Cindy Neily, Sergeant Barravalle, Officer Matt Wilson and Candace Carter. Chairman Reagan led those in attendance in reciting our pledge of allegiance.

Minutes of July 28, 2009

The Board reviewed the minutes and voted the following: Selectman Lewis moved and Selectman Borthwick seconded the motion to accept the minutes of the July 28, 2009 meeting as written. The Board voted 3-0 in favor of the motion.

Update of 2009 Budget vs. Actual

Michael had prepared copies of the latest budget vs. actual for those present to review. He reminded those in attendance that budgets were due by August 14, 2009. Michael also mentioned that if individuals needed soft copies of the budget worksheets or detail on budget expenses to let him know and he would be certain to get the information to them.

Chairman Reagan read from the minutes of the July 28, 2009 meeting where Michael presented information with regard to some of the revenue shortfalls that we might face in 2009. These include lower than expected property tax revenues, non property tax revenues and reductions in state revenues that could result in a loss of up to \$300,000 for the calendar year. The loss in revenue will have to be offset by reductions in spending in order to avoid tax increases.

Chairman Reagan asked if there were any questions or comments regarding the budget. Nelson Therriault commented that his case load had increased by more than 30% and he will most likely run out of money before the end of the year. It was noted that money will have to come from other areas within the budget to offset these increased expenses.

Cindy Neily asked if the Board had a target in mind for budget reductions. Chairman Reagan mentioned that a 10% overall reduction in the budget was necessary. Cindy also asked about increase to health insurance costs. Michael commented that he was going to a session at Primex on Thursday that might provide some insight into where insurance costs are headed, but at this time he did not want to speculate.

Candace Carter expressed her concerns with regard to the Board's discussion about taking down the bathhouse. She requested that the Board to provide her with a list of the expenses associated with operating the structure. Michael mentioned that he could prepare a list for her if she wanted to stop by the office later and pick it up. She also expressed a concern with tracking expenses in general. Chairman Reagan noted that each year our books are audited and a report prepared by an independent accounting firm to be submitted to the State. Michael mentioned that he could supply a copy of the audit for Candace as well and include it with the other information he will prepare for her.

Other business

Chief Frank brought up the issue of vacation time. He was unclear as to how much time he had to use his remaining vacation before he lost any of it. Michael explained that nothing had changed since they last spoke. The goal was to get each employee to a point where, at their anniversary date, they would have no more than five days vacation time to carry forward into the next accrual period.

Al Posnanski had some questions with regard to the activity of the safety committee and if the Transfer Station was included in the overall safety plan. Michael commented that all buildings and departments were covered by the safety committee and he would have Tom Guillette contact Al to review this in detail.

Chief Frank restated his position that the Police Department would not enforce the Transfer Station Ordinance unless permit stickers were affixed to windshields of vehicles. Michael and Al explained that mainly because of seasonal rentals it was not practical to affix permits to windshields.

Chief Frank also commented that his department would not look up plate numbers of cars that did not have stickers.

Chief Frank also wanted to discuss the matter of the new overtime policy with the Board. At this point in the meeting, Chairman Reagan mentioned that, if there were no other items for general discussion, folks could leave if they needed.

Chief Frank and Sergeant Barravalle explained that there was not sufficient manpower available to perform all of the necessary tasks within the department. After discussing some of the available options with the Board it was decided that the Chief should pursue hiring additional Part Time officers for the department. Chief Frank will prepare ad copy for submission to area newspapers and possibly the Local Government Center.

The discussion of department operations continued with a review of shift scheduling and the merits of a ten hour shift versus an eight hour shift. In addition there was a discussion on when it is appropriate for an officer to take a cruiser home after a shift. There was also a brief discussion about the use of local ordinances as an enforcement tool.

Selectman Borthwick asked if the Chief if he could prepare a list of Ordinances he would like to see. Chief Frank said that he would prepare a list for review.

The Chief read a letter he had prepared for the Board stating his intention to rejoin the Central New Hampshire Special Operations Unit. He was going to use private donations to pay for the dues. The letter stated "that as of today August 5, 2009 the Town of Canaan will be reinstated as a member of the CNHSOU." Selectman Lewis noted that the Chief did not have the authority to accept private donations and spend them on behalf of the Town. Selectman Borthwick noted that the issue with the SOU was never about the money for dues it was about increased liability to the Town. Michael asked the Chief if the letter had actually been submitted to the CNHSOU. The Chief said it had not and he had presented it to the Board today so they would be aware of his intention. Michael suggested that a copy of the letter be forwarded to Town Counsel for review and comment. Chief Frank asked that he be given a copy of Town Counsel's response.

Road Agent Bob Scott informed the Board that he was having problems with the dump bodies on trucks #2 and #6. In his opinion, truck #2 would not make it through the winter and truck #6 was questionable. He was going to get pricing on replacing the bodies for the Board to review.

The Road Agent also reviewed a requisition he had submitted for gravel with the Board. He wanted to purchase some 4" gravel from another pit, have it crushed on site to 1 1/2" and then transport it to our pit. A discussion ensued with regard to how we could process material in our own pit. Bob suggested that if he had the excavator for another month he could dig out material for the crusher to process on site and lower the expense. The Board asked Bob to get some pricing on this option and submit a requisition to the Board.

Non-Public Session (RSA 91 – A.3-c)

With no further business before the Board, at 10:55 AM 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 property matter. At 11:35 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 roll call vote. At 11:35 AM 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 11:36 AM Selectman Borthwick made a motion to adjourn. The motion was seconded by Selectman Lewis and voted 3-0 by the Board.

Robert Reagan

Scott Borthwick

Tim Lewis
Canaan Board of Selectmen