

**CANAAN BOARD OF SELECTMEN
MEETING MINUTES
TUESDAY, AUGUST 25, 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, Phil Carter, Cindy Neily, Roger Cantlin, Matt Wilson and Phil Salvail. Chairman Reagan led those in attendance in reciting our pledge of allegiance.

Minutes of August 5, 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 August 5, 2009 meeting as written. The Board voted 3-0 in favor of the motion.

Budget vs. Actual

Michael had prepared worksheets for the review by the Board and those present at the meeting. At 34 weeks into the year the average account balance should be 34.7%. The overall budget balance is 41.3 %. Michael noted that it was important for the overall balance to remain above the average since we anticipated losses in revenue that would have to be offset by reductions in spending. The Board reviewed the Budget vs. Actual worksheet and noted there were a few more budget lines that were tracking below the average. They included grounds and buildings repairs and maintenance, highway supplies and transfer station electricity. Michael explained that he had been reviewing the electric bills and could only find three abnormally high bills for the transfer station. He was still not certain what had caused the spike in billing, but would continue to research the issue. There was also a discussion about what other budget lines might need to be broken into more detail to capture specific departmental expenses.

Review of 2010 Budget Submissions

Michael had prepared a package that included copies of the draft budget proposals received from the departments as well as any supporting documentation supplied. Also included was a page of comments and explanations for some of the general government budget numbers. Michael went through the draft proposals in some detail to explain how some of the numbers were calculated. The revised cemetery numbers had been submitted and included in the folders, but not changed on the worksheet. Michael also noted that he anticipated receiving an update from Chief Bellion for the Volunteer Fire Department. The Board had a number of questions with regard to the draft proposals for Michael to check into. The review will continue at the next Board meeting with a goal to have questions and discussion topics ready for the department meeting on October 7, 2009.

September Meeting Schedule

Chairman Reagan mentioned that the bi monthly SAU meetings were done, so he would be available for a more regular meeting schedule. There was a discussion with regard to meeting frequency and it was decided that the Board would continue to meet every other week for September and October. The meeting dates for September will be 9/1/09, 9/15/09 and 9/29/09. The meeting dates for October will be 10/13 /09 and 10/27/09. Michael will post the meeting schedule at the post office, the Town office, the library, the Town Crier bulletin board and on the website calendar.

Uniforms

The Board reviewed the quotes for uniform programs submitted by three vendors. Michael mentioned that he had contacted all of the vendors to be certain that the quotes were still current. After a brief review and some discussion, Selectman Borthwick made a motion to accept the quote for the full program from G&K services. Selectman Lewis seconded the motion and the Board voted 3-0 in favor of accepting G & K quote. Michael will contact all of the vendors and inform them of the decision. In addition he will coordinate implementation of the new program with G & K.

Project Updates

Michael informed the Board that he had received word from Wright-Pierce that the additional well testing would begin next week. We had also received notification that the Governor's Council had approved the SRF Loan for the well blending project.

Data collection at the groundwater discharge site is complete. The survey work will be completed shortly and then Wright-Pierce can begin their modeling work to evaluate the site for expansion. This project is still on schedule and we anticipate some preliminary results shortly.

The work on the Force Main at Orange Brook should be completed this week. The contractor needs to finish placing additional stones in the brook and then clean up the site.

Michael mentioned that he had spoken with Glenn earlier in the week with regard to a follow up discussion on changes to Transfer Station operations. They agreed to meet early next week and review the numbers Glenn had submitted prior to scheduling another meeting with the Board. Michael noted that they would probably be prepared to discuss this topic again at the September 15, 2009 meeting.

Other Business

Michael mentioned that he would have the MS1 and MS4 forms available for the Board to review by Wednesday. These forms need to be submitted to the State by September 1, 2009.

Michael informed the Board that he had just received copies of the revised sweep account agreements from Treasurer, Kendra Withington. She asked that Michael and the Board review the documents to see if they have any questions prior to her signing them and returning them to the Bank. Michael will place the documents in the Board's review file on Wednesday.

Chief Bill Bellion had submitted a Memorandum of Understanding for the Board to review. It outlines an agreement between the Town and the SAU to use school facilities as dispensing sites for mass inoculations. Michael mentioned that he would also place this document in the Board's review file on Wednesday.

Michael mentioned that Chairman Minasian from the Orange Board of Selectmen had stopped in to ask if the Board was going to require Orange to have new recycling stickers every year in order to use our Transfer Station. None of the Board members felt that new stickers would be required for next year and that they would revisit the matter at a later time.

Chairman Reagan mentioned that the committee reviewing the withdrawal of Enfield from the SAU had met earlier in the evening and voted 13-0 in favor of not withdrawing from the district.

Chairman Reagan also mentioned that he had spoken to Dick Yeagher with regard to itemizing the costs the Town incurs each year for maintaining the Senior Center and deducting that amount from the Center's budget request. Mr. Yeagher asked that the Town submit a letter to the Board of Directors for their consideration. Michael said that he will prepare the correspondence for the Board's review.

Non-Public Session (RSA 91 – A.3-c)

With no further business before the Board, at 10:10 PM Selectman Borthwick moved, Selectman Lewis seconded and the Board voted 3-0 by roll call vote to go into non public session to discuss advice from legal counsel. At 11:31 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 11:31 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 11:32 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

