

**CANAAN BOARD OF SELECTMEN
MEETING MINUTES
TUESDAY, DECEMBER 29, 2009**

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

Minutes of December 15, 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 December 15, 2009 meeting as written. The Board voted 3-0 in favor of the motion.

Budget vs. Actual

Michael reviewed the most recent Budget vs. Actual report with the Board. There was a brief discussion with regard to how best to handle budget adjustments. Michael suggested that the Budget vs. Actual report could serve as a record of the current status of the budget. Michael did suggest that the Board consider three adjustments to transactions that occurred during the year to have a more accurate record of how the funds were spent. After a brief discussion among the Board members, Selectman Lewis made a motion to make the following adjustments to the Budget:

Transfer \$2,394.95 from account 01-4194.10-430 Repairs and Maintenance to 01-4902.10-370 Capital Outlay-Equipment.

Transfer \$64,000.00 from account 01-4312.20-415 Highway Department Fuel to 01-4902.10-370 Capital Outlay-Equipment.

Transfer \$6,600.00 from account 01-4312.30-610 Highway Winter Sand to 01- 4902.10-370 Capital Outlay-Equipment.

The motion was seconded by Selectman Borthwick and the Board voted 3-0 in favor of the motion.

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2010 Budget Update

The Board reviewed the draft 2010 budget and discussed other possible changes. After a brief discussion, Selectman Lewis made a motion to reduce the salary, FICA and retirement lines for the Full Time transfer station position in the 2010 budget. It was proposed that the Salary line be reduced by \$19,000.00 with the appropriate adjustments to the FICA and Retirement. The motion was seconded by Selectman Borthwick and voted 3-0 in favor by the Board.

Selectman Borthwick made a motion to reduce the allocation for the Grafton County Prosecutor from \$30,000.00 to \$27,138.00. The motion was seconded by Selectman Lewis and voted 3-0 in favor by the Board.

Selectman Borthwick made a motion to appropriate the necessary funds from 2009 budget surplus to pay off the balance of the debt service associated with the three outstanding water and sewer notes and have Michael explore the feasibility of doing so. Selectman Lewis seconded the motion and it was approved by the Board 3-0.

Default Budget-Review and Discussion

Michael presented the Board members with a draft of the default budget to allow time for their review of the document prior to meeting on January 12, 2010. This default budget will have to be presented at the Budget hearing on January 14, 2010. Michael noted that he had been questioned by members of the Budget Committee with regard to some of his assumptions in preparing the draft document. Michael explained to the Board that he would revisit the issues raised by the Budget Committee, but expressed concern that due to the broad interpretation of what constitutes a Default Budget, there may be no clear answer to the issues raised.

2010 Revenue Estimates

Michael presented the Board with a document containing 2010 revenue estimates for their review and consideration prior to the meeting on January 12, 2010. He noted that the 2010 YTD revenue column on the report provided has actual revenues through the middle of December of 2009. The Board will review the draft document and discuss it at the next meeting.

Other Business

Michael asked the Board if they would like to continue meeting every other week. They agreed that it would be best. Michael will post January 12 & 26 and February 9 & 23 as the meeting dates for the next two months.

Michael also asked the Board if they wished to schedule a department meeting for every other month in 2010. The Board agreed that the department meetings on the first Wednesday of every other month were valuable and needed to continue. Michael will draft a schedule for 2010 with the first meeting scheduled for February 3.

Michael asked the Board to review and vote on granting pole licenses on Ibey Road and Talbert Hill Road. Selectman Lewis made a motion to grant a pole license to Granite State Electric and Fairpoint Co. for pole #138/11-50 on Ibey Road. The motion was seconded by Selectman Borthwick and voted 3-0 in favor by the Board.

Selectman Lewis made a motion to grant a pole license to New Hampshire Electric Coop for a pole #2784-T on Talbert Hill Road. The motion was seconded by Selectman Borthwick and voted 3-0 in favor by the Board.

Michael informed the Board and those present that he had been notified by the State that the River Road Bridge project can now go out for bid. Michael will be speaking with the Engineering firm to discuss the bid process.

Michael informed the Board that he had spoken with the Road Agent regarding a concern expressed by a resident with regard to the timely sanding of school bus routes. The Road Agent had provided an explanation with regard to the matter. Michael will mail a written response to the resident once he obtains a proper mailing address.

Selectman Lewis asked Michael if he had any information with regard to whether or not questions of a general nature can be placed on a warrant article. Michael informed the Board that a question can be placed on the warrant to “get a sense of the meeting” with regard to any topic.

Michael asked the Board if they were prepared to sign the conditional hiring recommendations for the Part Time officers that had been submitted by Chief Frank. The Board members wanted to meet and interview the candidates before signing the letters and asked Michael to speak with the Chief and schedule interviews for the Board.

Al Posnanski asked if the latest revenue numbers for recyclables were available. Michael mentioned that the year end numbers were not yet in, but he would get them to Al as soon as they are available.

With no further business before the Board, at 8:50 PM Selectman Borthwick made a motion to adjourn. The motion was seconded by Selectman Lewis and voted 3-0 in favor by the Board.

Robert Reagan, Chairman

Scott Borthwick

Tim Lewis
Canaan Board of Selectmen