

**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, FEBRUARY 23, 2010**

The meeting was called to order at 6:30 PM by Chairman Reagan. Present were Selectman Tim Lewis, Selectman Scott Borthwick, Town Administrator, Michael Capone, Police Chief, Sam Frank and part time Police Candidate, Michael Lavoie. Selectmen Borthwick made a motion to enter into executive session to discuss a personnel matter. The motion was seconded by Selectmen Lewis and voted 3-0 by a roll call vote. At 6:41 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.

The public meeting continued at 7:00PM. Others present and those who joined the meeting in progress: Ellie Davis, Phil Salvail, Al Posnanski, Lola Baldwin, Dave Barney, Steve Ward and Marcia Wilson. Chairman Reagan led those in attendance in reciting our pledge of allegiance.

**Minutes of February 3, 2010 Meeting**

Selectman Lewis moved and Selectman Borthwick seconded the motion to accept the minutes of the February 3, 2010 meeting as written. The Board voted 3-0 in favor of the motion.

**Minutes of February 9, 2010 Meeting**

Selectman Lewis moved and Selectman Borthwick seconded the motion to accept the minutes of the February 9, 2010 meeting as written. The Board voted 3-0 in favor of the motion.

**Discussion with Capital Improvements Program Committee (CIPC)**

Members of the CIPC, Steve Ward, Planning Board Representative, Dave Barney, Budget Committee Representative and Lola Baldwin, Citizen's Representative were present for a preliminary discussion with the Board regarding the next round of the CIP. Both the Board and the CIPC had expressed interest in a joint discussion regarding the CIP. Selectman Lewis will be the Selectmen's Representative to the CIPC.

Selectman Lewis mentioned that he felt the roads should be the biggest priority for long term planning, but there needed to be some work done prior to considering their impact on the CIP. He suggested that the Road Agent develop procedures for road reconstruction and maintenance that could be put in place before trying to determine the funding that would be required for roads. The discussion continued among those present. The key issues were how to maintain continuity in the process and develop a standard for road maintenance. Michael offered to contact New Hampshire Department of Transportation to see what they had for suggestions.

Replacement of equipment was the next topic discussed. Selectman Borthwick mentioned that vehicles/equipment should not be replaced on a schedule, but should be replaced as required. The Board explained the work order process and the vehicle inspection program in place and how that can be used for justification. Steve Ward asked about changes to reserve funds for equipment and there was a discussion about how it might be possible to increase some of the funds next year by using the savings from debt service as we continue to pay down our debt. Chairman Reagan mentioned, and everyone present agreed that we do not need to buy new equipment.

Dave thought that a good CIP would help the budget committee as they prepare the budget. Selectman Borthwick noted that it should not be a wish list, but be supported by documentation. Justification is the key to the process.

There was also some discussion with regard to buildings. Chairman Reagan noted that we needed to keep records on buildings as well. The Board mentioned the work order process that Tom Guillette had implemented and how we need to improve on it moving forward. Steve asked about plans for new buildings. Selectman Lewis noted the issue was the same for buildings as it is for equipment. Any construction should be based on a need and not a want.

Selectman Borthwick asked Steve when the Committee plans to start work. Steve wanted to get started soon. Dave hoped to make the process more manageable. Selectman Borthwick again mentioned that the Departments needed to come to the CIPC with justification for whatever they were looking for.

The Board thanked the Committee for attending the meeting and their commitment to the CIP. Steve noted that he wanted to continue to receive input from the Board throughout the process.

### **Discussion of River Road Contract Recommendation**

Michael mentioned that he had received the formal recommendation from H.E. Bergeron Engineers regarding the selection of Glen Builders to construct the River Road Bridge. The State had also reviewed the submission and found it to be in order. If the Board wanted to move forward with the recommendation, they would first have to vote to award the contract to Glen Builders.

Selectman Lewis made a motion to accept the Engineer's recommendation and award the contract to Glen Builders. The motion was seconded by Selectman Borthwick and voted 3-0 in favor by the Board.

Michael informed the Board that the only changes pending on the contract they had previously reviewed would be to include the specific insurance and bonding information he was expecting to receive from the Engineers on Wednesday. He suggested that the

Board authorize Chairman Reagan to sign the contract on behalf of the Board once the update materials were received.

Selectman Lewis made a motion to authorize Chairman Reagan to sign the contract on behalf of the Board. The motion was seconded by Selectman Borthwick and voted 3-0 in favor by the Board.

### **Project Updates – Water/Sewer**

Michael mentioned that Keymont Construction was presently running the piping from the well into the water plant. Next week they plan to install the well pump so they will be ready to test it when they receive final approvals for the variable frequency drive that will be used to control the blending process. Selectman Lewis suggested that we flush all of the sewer lines once we have the system on line. Michael mentioned that he would check with Alan Hill to be certain that we do that in the spring once all of the work is done and the system is on line.

Selectman Borthwick mentioned that he thought it would be better if we got pricing from outside contractors for reconfiguring the rapid infiltration basins at the wastewater plant. He was concerned that if we had to move the basins further down slope it might pose a risk for a blow out on the side of the hill. After a brief discussion, Michael mentioned that he would contact Neil Cheseldine at Wright-Pierce to get some idea what would be needed in the way of engineering to prepare plans for bidding out the work versus doing it ourselves.

### **Other Business**

Michael mentioned that the Police Benevolent Association is sponsoring a Candidate's Night on Saturday, February 27 at 6PM. The event will be held at the Fire Station.

Michael mentioned that voting for Town Meeting will be on March 9, 2010 from 8AM to 7PM. Since a Selectman should be at the polls and Selectman Lewis, who is a candidate, is not allowed inside the polling place, Selectman Borthwick and Chairman Reagan will have to split poll duties. Selectman Borthwick volunteered to cover the polls from 8AM to 1PM. Chairman Reagan will cover from 1PM to 7PM.

Michael also mentioned that the Budget Committee would be meeting at 7PM on the evening of March 4, 2010 in the Fire Station.

Michael noted that the Memorandum of Understanding (MOU) with the Friends of Canaan Street Bath House although approved, had not been signed. Selectman Borthwick made a motion to have Chairman Reagan sign the MOU on behalf of the Board. The motion was seconded by Selectman Lewis and voted 3-0 in favor by the Board.

Michael mentioned that he had reviewed the pertinent RSA's and discussed the petition from the residents of Follansbee Road to lower the speed limit on that road with NHMA and they had confirmed his original opinion that the speed limit could not be lowered below 25MPH for a road of that type in that location. Selectman Lewis made a motion to lower the speed limit on Follansbee Road to 25 MPH and have the Road Agent post a speed limit sign on the Road as soon as circumstances permit. The motion was seconded by Selectman Borthwick and voted 3-0 in favor by the Board.

The Board briefly reviewed a map detailing a possible land swap involving the Town property located on Route 4, Tax Map 17 lot 92.

Selectman Borthwick mentioned that there had been a purchase made by members of the Fire Department that had not been authorized by the Fire Chief or approved by the Board. He suggested that a memo be prepared for the Board to review that would provide clear direction with regard to the proper procedure to follow when purchasing items costing more than \$250.00. The Board agreed and instructed Michael to prepare a memo and include a statement that would require all material purchased without approved requisitions be returned or paid for out of pocket by the individual who purchase it.

Al Posnanski asked if the Selectmen had received any ordinances from the Police Department. Selectman Borthwick responded that they had not.

Ellie Davis asked if there was a date for the 2009 Audit. Michael informed her that the Auditors would be here during the week of March 15, 2010.

With no further business before the Board, at 8:46 PM Selectman Borthwick made a motion to adjourn. The motion was seconded by Selectman Lewis and voted 3-0 in favor 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

**NON-PUBLIC SESSION  
CANAAN BOARD OF SELECTMEN'S MEETING  
Tuesday, February 23, 2010**

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

The meeting was called to order at 6:30 PM by Chairman Reagan. Present were Selectman Tim Lewis, Selectman Scott Borthwick, Town Administrator, Michael Capone, Police Chief, Sam Frank and part time Police Candidate, Michael Lavoie. Selectmen Borthwick made a motion to enter into executive session to discuss a personnel matter. The motion was seconded by Selectmen Lewis and voted 3-0 by a roll call vote.

Chief Frank and Part Time Police Officer Candidate, Michael Lavoie met with the Board. Chief Frank presented a hiring recommendation for the Board's review and approval. The Board spoke with Officer Lavoie and after a brief discussion signed the request submitted by Chief Frank.

At 6:41 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.

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Robert Reagan

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Scott Borthwick

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Tim Lewis  
Canaan Board of Selectmen