

**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, MARCH 16, 2010**

The meeting was called to order at 7:00 PM by Chairman Reagan. Others present and those who joined the meeting in progress: Selectman Marcia Wilson, Selectman Scott Borthwick, Town Administrator, Michael Capone, John Bergeron, Cindy Neily, Shirley Packard, Donna Dunkerton, Ellie Davis, Cary Davis, Phil Salvail and Al Posnanski. Chairman Reagan led those in attendance in reciting our pledge of allegiance.

**Election of Chair**

Selectman Borthwick placed Chairman Reagan's name in nomination for the position of Chair. Selectman Wilson seconded the nomination. With no other nominations on the floor, Selectman Borthwick made a motion to elect Chairman Reagan as Chair for another year. The motion was seconded by Selectman Wilson and voted 2-0 by the Board with Chairman Reagan abstaining.

**Minutes of February 23, 2010 Meeting**

After reviewing the minutes, Selectman Borthwick moved and Selectman Wilson seconded the motion to accept the minutes of the February 23, 2010 meeting as written. The Board voted 3-0 in favor of the motion.

**Board/Committee Assignments**

The Board discussed committee assignments and agreed to the following:

Chairman Reagan – Capital Improvements Program Committee, Cemetery Trustees, Library Trustees, Trustee of Trust Funds and Water Source Protection Committee

Selectman Borthwick – Budget Committee, Historic District Commission, Meeting House Committee

Selectman Wilson – Conservation Commission, Planning Board, Recreation Committee

## **Discussion of Grants with Canaan Historical Society**

John Bergeron was present representing the Canaan Historical Society. The Society is submitting two grant applications and is soliciting support from the Board for the projects. The first is an application to the NH Charitable Foundation to fund a feasibility study to examine the Town Museum's structural and weight bearing capabilities for use of the second floor, determine modifications required to meet ADA requirements, fire and other codes as they apply to historic buildings and plans for changes to the interior architecture. The amount of the grant would be \$5,000 with an additional \$5,000 to come from in kind services

The second grant is through the Conservation License Plate Grant program to fund the painting of the exterior of the museum building. The amount of this grant would be Ten Thousand Dollars. John explained that there are no matching fund requirements and no money to be raised for these projects. There are also no future obligations or future restrictions tied to these grants.

Chairman Reagan provided those present with a history of the building and discussed the fact that it is a Town building so any and all actions that dealt with renovations or the use of the building were to be under the direction of the Board of Selectmen. All funds used for the project were to be under the control of the Board of Selectmen.

Selectman Borthwick asked if the projects would go out to bid and John replied that they would. Selectman Borthwick said that he had no problem supporting the grants and inquired as to the status of the draft Memorandum of Understanding (MOU) drawn up between the Historical Society and the Town with regard to the Museum Building that had been presented at a previous meeting.

Michael mentioned that a draft MOU had been submitted at a previous Board meeting by Representative Chuck Townsend. After review by the Board, Michael had contacted Representative Townsend to discuss proposed changes to the draft submitted by the Board. Representative Townsend said that he planned to stop in to discuss the revisions, but had not done so as of this time.

Selectman Borthwick made a motion to authorize Chairman Reagan to sign the Fiscal Sponsorship Agreement with the NH Charitable Foundation for the feasibility study on behalf of the Board. Selectman Wilson seconded the motion and the Board voted 3-0 in favor.

Selectman Borthwick made a motion to have Michael sign the Conservation License Plate Grant application on behalf of the Board. Selectman Wilson seconded the motion and the Board voted 3-0 in favor.

John Bergeron asked if the Board would sign a letter of support for the Conservation License Plate Grant as well. Michael responded that he was going to rework the draft letter, have the Board sign it and include it with the application.

John thanked the Board for their time and support.

### **Review of Submitted list of 2010 Fire Department Officers**

The Board reviewed a list of Fire Department Officers that had been submitted from the Volunteer Fire Department. These officers had been voted in at their annual meeting on March 7, 2010. The officers are: Chief Bill Bellion, Assistant Chief George Lazarus, Deputy Chief John Hennessy, Captain Shawn LaBelle, Captain Chuck Conrad, Captain Jim McAlister, Lieutenant Jim Wilson, Lieutenant Jim Rancore and Lieutenant Dan Quimby. Pursuant to a previous Warrant Article vote that established the framework under which our Volunteer Fire Department will operate, the Board of Selectmen must review and approve the list of Officers. Selectman Borthwick made a motion to approve the list as submitted. The motion was seconded by Selectman Wilson and voted 3-0 by the Board

### **Budget vs. Actual**

Michael reviewed the Budget vs. Actual report with the Board and those present. He noted that 11 weeks into the new budget year the overall budget balance should be at 79% which it was. Michael explained that some of the budget items were not spent on a weekly basis so you would see items in the budget that appear to be overspent at this time, but were actually items that were either paid in installments or were paid at the beginning of the year. Among the examples he cited were some of the maintenance contracts we had with various software providers that were paid at the beginning of the year.

Michael took questions from the Board and those present with regard to specific budget lines. He noted that the Budget vs. Actual report was updated weekly and posted at the Library, the Town Office and on the Town website.

Al Posnanski asked about revenues to offset some of the expenses incurred at the Transfer station. Michael commented that he would bring revenue reports to future meetings and make them available so that everyone could see where the revenue offsets occurred.

## **Project Updates – Water/Sewer, River Road Bridge**

Michael provided an update on the Well Blending project. He detailed the work that had been completed to date and anticipated that the installation of all equipment at the water plant would be complete by the second week in May.

Michael mentioned that Wright-Pierce was finalizing the Groundwater Discharge Study report to be submitted to NHDES. The report would ask for an additional capacity of 25,000 gallons per day contingent upon completion of the improvements suggested in their study. Michael noted that Wright-Pierce had informed him that additional work would be required if the Board wanted to have plans prepared that could be used to solicit bids from outside contractors for the improvements to the plant instead of doing the work ourselves.

Michael informed the Board that a Pre-Construction meeting for the River Road Bridge project was scheduled for March 22, 2010 at 2PM in the Town Office conference room. Representative from HE Bergeron Engineers, the NH Department of Transportation, Glen Builders, the project contractor, and the Town of Canaan would be present to discuss the project and review reporting procedures. The scheduled start date for the project is May 10, 2010, but there has been some discussion with regard to starting sooner if the weather and road conditions allow.

Michael also provided an update for the street light removal project with National Grid. He noted that the 12 fixtures for which we had been paying that were no longer in place had been removed from the monthly bill in December. He also noted that a credit for \$321.52 had been issued for past billings on those fixtures. National Grid had yet to supply him with a final number to remove the requested fixtures per the review the Board had conducted. Michael mentioned that he had sent another email to National Grid requesting this information as well as an explanation for why the rates for the fixtures fluctuate monthly, but had not received a response yet.

## **Other Business**

Cindy Neily was present representing the Library Trustees. She informed the Board that there was some asbestos in the second floor projection room that needed to be removed. An estimate of Five Thousand Dollars to complete the removal has been obtained from a qualified contractor. Cindy asked the Board if they would pay Two Thousand Five Hundred Dollars toward the removal costs. After a brief discussion, Selectman Borthwick made a motion to provide Two Thousand Five Hundred Dollars from the Government Buildings Repairs and Maintenance account to help pay for the asbestos removal. The motion was seconded by Selectman Wilson and voted 3-0 in favor by the Board.

Michael mentioned that the Auditors were in and hoped to complete the 2009 audit this week. They will be submitting a draft report for review by the Board within four weeks of completing the audit. They will also prepare a copy of the Town Financial Report (MS-5) for the Town to submit to the State.

Michael mentioned that the full election results were available on the website and at the Town Office and the Library.

Michael also informed the Board that the five post election reports to be submitted to the Department of Revenue Administration were complete and would be sent out this week.

Al Posnanski asked if any work had been done on the draft ordinances submitted by the Fire Department. Michael responded that he had not revised them yet, but hoped to get to it in the next few weeks.

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

Chairman Reagan welcomed Selectman Wilson to the Board. Selectman Wilson thanked all of the residents who had voted for her.

With no further business before the Board, at 8:37 PM Selectman Borthwick made a motion to adjourn. The motion was seconded by Selectman Wilson 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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Marcia Wilson  
Canaan Board of Selectmen