

**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, MARCH 30, 2010**

The meeting was called to order at 6:30 PM by Chairman Reagan. Others present and those who joined the meeting in progress: Selectman Marcia Wilson, Selectman Scott Borthwick, Town Administrator, Michael Capone, Road Agent, Bob Scott, Police Chief ,Sam Frank, Ellie Davis, Phil Salvail, Al Posnanski, Tom Guillette, Tom Hudgens, Jim Rancore and Matt Wilson. Chairman Reagan led those in attendance in reciting our pledge of allegiance.

**Minutes of March 16, 2010 Meeting**

After reviewing the minutes, Selectman Borthwick moved and Selectman Wilson seconded the motion to accept the minutes of the March 16, 2010 meeting as written. The Board voted 3-0 in favor of the motion.

**Discussion with Road Agent-Summer Schedule/Vehicle Maintenance**

Road Agent, Bob Scott was present to discuss a few items with the Board. Chairman Reagan complimented the Road Agent on the excellent preventative maintenance job he had done on the ten wheel dump truck. Chairman Reagan asked if the Road Agent had plans to continue the preventative maintenance program and go through all of the Highway vehicles over the summer months. Bob mentioned that he planned to sandblast and repaint some of the rusted areas on the trucks during April. He also planned to replace the steel fuel tanks on the vehicles as they wear out with aluminum tanks because they will last longer.

Chairman Reagan asked Bob if his plans included work on the grader, backhoe and loader as well. Bob explained that the backhoe was wearing out and that he would need to replace a piston on the loader.

Chairman Reagan asked Bob if he thought it would be helpful for the Town to purchase a used paver in order to allow us the opportunity to do some of our own street paving to perhaps save the Town some money and give us more flexibility with regard to scheduling. Bob expressed his initial concern that he did not have a big enough crew to do paving projects. He also noted that the Town of Hanover had attempted to do some of their own paving and had found it to be more cost effective to hire it out.

The Road Agent also distributed a sample work order report that he had generated from the new computerized work order system he had started using in January. The Board discussed the report and thanked Bob for getting the system on line. Michael asked if Bob had looked at other ways to sort on the data to prepare different types of reports. Bob mentioned that he had not had time to do that yet and Michael offered to come over to the Highway garage and help look into how to do that. Michael also mentioned that he wanted to come by and input the data from the older work orders on the system so all of the records would be in one place. Selectmen Wilson asked if there was a date when that could be scheduled to be certain that the task was accomplished. Michael noted that he would get in touch with the Road Agent later in the week and schedule a time to complete that task.

Michael asked the Road Agent if he had seen the email that Michael had forwarded from NHDOT regarding their concerns with the Road Agent's idea to eliminate the slip ramp from the area near Canaan Hardware. Bob had not seen the email yet so while there was a brief conversation regarding this with topic there was nothing actionable at this time.

Chairman Reagan and the Board thanked Bob for coming and Bob then left the meeting.

### **Chief Frank**

Police Chief, Sam Frank was present to discuss three topics with the Board. He asked the Board about the status of the highway safety grant he had submitted for the Board's review and approval. He noted that sending in the paperwork did not commit the Town to any thing, but would allow for the reimbursement of 50% of the cost of the Radar Recorder package should the grant request be accepted by the State and the purchase of the radar package approved by the Board. Michael noted that the grant period was open until July 31, 2010. Selectmen Wilson stated that she was fine with moving ahead with the grant paperwork. Chairman Reagan informed the Chief that the Board would get back to him when they all had reviewed the grant paperwork.

Chief Frank also wanted to discuss the purchase of the new police cruiser. He noted that both Michael and Selectmen Borthwick had expressed concern that the cruiser had been ordered prior to the Budget being approved by the voters. The Chief noted that cruisers were always placed on order when money was put in the budget and that is why he had ordered the cruiser. He stated that the Town was not obligated to buy the vehicle but it needed to be ordered so it would be available after the budget was approved.

Selectmen Borthwick expressed his concern with the cruiser being ordered prior to the budget being approved. He stated that even if there was a lead time for the vehicles, they could still be ordered after the budget was approved by the voters and the purchase requisition had been approved by the Board. Based on what he had seen from the work orders, he was not entirely convinced that the 2005 Crown Victoria needed to be replaced.

Chief Frank expressed his concern with the process. He felt that the decision to purchase the vehicle should be made before the money was placed in the budget and that should be sufficient to justify placing the vehicle on order.

There was a brief discussion with regard to the need for replacing the cruiser. The Chief mentioned some issues with the vehicle that were of concern to him. The Board noted that many of these items had not been reported and they needed to be able to justify the expenditure to the voters.

The Chief commented that the Board was not allowing him to do his job. He had asked Board members to come over to his department to see what they do and they do not come over. He commented that they do not know what the Police Department does. He feels the Board is micromanaging his department.

Selectmen Borthwick commented that the Board has to answer to the taxpayers and that the departments need to justify capital purchases. He felt that there should be additional information provided by the Mechanic on the overall condition of this vehicle. Chairman Reagan added that this is also about cash flow and we need to be certain we justify every expenditure to the taxpayers.

Chief Frank told the Board that he would get additional information from the Mechanic and submit it to the Board, hopefully by Wednesday.

Chief Frank asked the Board about the raise he had submitted for himself. He wanted to know if the Board was going to approve his raise now that the budget had been approved. Chairman Reagan expressed his concern about having a raise submitted in this manner. He felt it would set a dangerous precedent in which any department head could submit raises for themselves as part of the overall budget and not subject it to stand on its' own merit. Selectmen Borthwick agreed that it would set a dangerous precedent.

Chief Frank responded that he did not need to hear from Selectman Wilson because her vote did not matter. At that point Chief Frank informed the Board that he had been in contact with an Attorney and would be pursuing legal action against the Town. Chief Frank continued on in an effort to explain his position mentioning RSA 105 and referring to a court case involving a Sheriff. He also informed the Board that they could contact him if they wanted to discuss the matter further.

Chairman Reagan commented that since it was now a legal matter, there would be no further comment from the Board. At that point Chief Frank left the meeting.

## **Transfer Station Update/Discussion**

Michael noted that it had been three months since the changes had been implemented at the Transfer Station. He thought it would be an appropriate time to review operations and staffing. As an example he noted, that there had been two instances recently when the Transfer Station had closed when it did not have to. There was a discussion with regard to those events which served to point out the need for some written guidelines to eliminate any confusion on that issue.

He thought it would be helpful to get input from the Recycling Committee and the employees as well as from the Board members with regard to putting together a series of directives for operating the Transfer Station. It would help to set expectations and better define the roles of the employees.

Al Posnanski commented that the Board was now in charge and they need to set up procedures that need to be followed. Then, if the procedures were not followed, changes could be made.

Those present agreed that this matter needed to be pursued. Michael mentioned that he would check at the Transfer Station to see what was already in place and then provide some draft material for review.

## **Budget vs. Actual**

Michael reviewed the Budget vs. Actual report with the Board and those present. He noted that 12 weeks into the new budget year the overall budget balance should be at 75% and it was at 77%. Michael commented on some adjustments that had been made to the report to correctly state expenditures against their appropriate budget lines. He also noted that so far, the Welfare budget which was an area of concern last year, was holding up.

Michael also mentioned that he would provide a revenue report for the next meeting that would include a comparison of 2010 revenues vs. projections as well as a 2010 year to date comparison to the same period in 2009.

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

Michael mentioned that the electrical contractor had been up at the Water Plant preparing the wiring for the remainder of the equipment to be installed. Things were still on schedule to have all of the work completed by the middle of May.

Michael planned to contact Wright-Pierce to see if they had submitted their final Groundwater Discharge Study report to NHDES.

Michael informed the Board that the Pre-Construction meeting for the River Road Bridge project took place as scheduled on March 22, 2010. Representatives from H.E. Bergeron Engineers, the NH Department of Transportation, Glen Builders, the project contractor, and the Town of Canaan were present to review reporting requirements and discuss scheduling. Glen Builders indicated that they would like to start work on May 4 which would be slightly ahead of schedule. They planned to coordinate their work schedule with the Road Agent and perhaps start even sooner if the roads were okay.

Michael mentioned that he had also been in touch with National Grid again to try to get some clarification regarding removal costs for the street lights the Board wanted removed. There was still no update from them, but he will continue to press them for an answer. Selectmen Borthwick mentioned that there was a damaged streetlight that had been replaced by National Grid, but was still sitting by the side of the Road up on Grafton Turnpike. Michael said that he would contact National Grid as to the status of removing the damaged fixture.

Michael also informed the Board that hopefully within the next two weeks he would start on the Water Audit, which is part of the Water/Sewer rate adjustment project the Board would like to do.

### **Other Business**

Michael mentioned that he had received correspondence from the Grafton County Senior Citizens Council, Inc. (GCSSC) requesting payment of the money voted on the warrant article at Town meeting. The Board discussed a payment plan for this and the other warrant articles approved for funding charitable organizations. Michael explained that in previous years funding for these organizations and the reserve funds had been paid out later in the year after the second tax billing. This was done to even out cash flow and decrease the chances of having to borrow money. Michael suggested that the funds for the charitable organizations could be paid out in September. A capital reserve fund could then be paid out in each of the last three months. The Board agreed that this would be an acceptable payment program and instructed Michael to write a letter to each of the organizations explaining when the payments would be made.

The Board also reviewed requests from the Canaan Street Lake Association (CSLA) and the Goose Pond Lake Association (GPLA) requesting payment of the budgeted funds in time to help defray the costs of the Lake Host program. After a short discussion, Selectmen Borthwick made a motion to pay the CSLA funds out in April and GPLA funds out in May. The motion was seconded by Selectmen Wilson and voted 3-0 by the Board.

Michael mentioned to the Board that he had been contacted by Jon Franz from Dorchester asking if the Board would want to attend a meeting sometime in the next month to discuss potential changes to State Education Aid. Jon planned to have State Representatives attend a Dorchester Selectmen's meeting to discuss changes to the funding formula that would impact the amount of money Towns receive. Michael will place information in the Selectmen's basket for their review.

Michael informed the Board and those present that the 2010 Water Quality report would be mailed out to users next week. In addition, it is posted in the Library, at the Town Office and the Post Office. Michael also mentioned that he will post it on the website soon.

Michael informed the Board that he had received correspondence from the SAU regarding their scheduling of the 2011 School District Deliberative Session on Saturday, February 5, 2011 at the Indian River School at 9AM. Michael noted that Saturday, January 29, 2011 would be a day that the Town could conduct their Deliberative session. Selectmen Borthwick made a motion that the Town hold their deliberative session on Saturday, January 29, 2011 beginning at 9AM in the Canaan Elementary School Gymnasium. The motion was seconded by Selectmen Wilson and voted 3-0 by the Board. Michael will contact the school and reserve the space for the meeting.

Michael mentioned that he had checked with NHDES regarding computer disposal rules. A gentleman from Grafton had asked if he could take the computer towers from the Transfer Station and recycle them. The Board had wanted to better understand if there were any regulations regarding this that needed to be followed. NHDES had informed Michael that there were no regulations regarding computer towers, only monitors. The Board took the matter under advisement.

Michael mentioned that Steve Ward from the Capital Improvements Program Committee would be present at the Department meeting on Wednesday, April 7, 2009 at 8AM. Selectmen Borthwick had suggested that Steve attend a Department meeting to involve them in the discussion with regard to plans to restart the CIP.

Tom Guillette mentioned that there will be an asbestos abatement procedure undertaken in the second floor projection room in the Library from April 4 thru April 6 so the Library will be closed.

Selectmen Borthwick asked Tom how the repairs to the Library stairs were holding up. Tom mentioned that the repairs were holding up well and there appeared to be no problems with the stairs at this time.

Chairman Reagan asked if we should look into getting community service workers to scrape and paint sections of the Town Hall that have paint peeling. Michael will look into it.

Selectmen Borthwick asked about the bid process for replacement of the boiler at the Wastewater Treatment plant. Tom mentioned that he would be contacting vendors shortly and asking for bids to replace the system and to quote on both oil and propane as options.

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

With no further business before the Board, at 8:35 PM Selectman Borthwick moved and Selectmen Wilson seconded a motion to enter into non public session to discuss advice from legal counsel. The Board voted 3-0 by roll call vote to go into non public session.

At 9:58 PM Selectman Borthwick made a motion to come out of non-public session. The motion was seconded by Selectman Wilson and voted 3-0 by roll call vote. At 9:58 PM Selectman Borthwick made a motion to seal the minutes of the non public session. The motion was seconded by Selectman Wilson and voted 3-0 by roll call vote. At 9:59 PM Selectman Borthwick made a motion to adjourn. The motion was seconded by Selectman Wilson and voted 3-0 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