

**CANAAN BOARD OF SELECTMEN'S MEETING  
MINUTES  
Wednesday, April 7, 2010**

The meeting was brought to order at 8:01 AM by Chairman Reagan at the Fire Station Meeting Room. Selectmen Borthwick, Selectmen Wilson and Town Administrator Michael Capone were also in attendance. Others present: Town Mechanic -Larry Brabant, Road Agent - Bob Scott, Police Chief Sam Frank, Human Services Director - Nelson Therriault, Building Inspector/Health Officer - Bill Wilson, Town Clerk/Tax Collector-Vicki Mc Alister, Cemetery Sexton-Dave Heath and Steve Ward.

**Steve Ward CIPC-Discussion of CIP for 2010**

Planning Board Representative Steve Ward was present to discuss plans for the Capital Improvement Program (CIP) in 2010. Members of his committee had met with the Selectmen to discuss the CIP and it was suggested by Selectmen Borthwick that Steve attend the department meeting to continue the discussion and involve the departments in the process. Steve commented that he wanted to meet with the department heads because he was aware of their concerns and frustration with the process in previous years. The CIP committee wanted to try a different approach this time to make it a more productive exercise for all involved. Steve wanted to get some initial impressions from those present today.

Selectmen Borthwick commented that the recent documentation received from the Police Department and the Town Mechanic as justification for replacing the 2005 Crown Victoria Police Cruiser was exactly what the Board had been looking for. The report had input from a number of sources and provided an overall evaluation of the future repair needs as well as a history of past repairs.

Chairman Reagan agreed and noted that it is exactly what the Board needs to take to the voters to justify purchase of new equipment.

Steve commented that one of the goals of the CIPC would be to look at the average lifespan of the various pieces of equipment and build adequate capital reserves to meet anticipated replacement dates.

Selectmen Borthwick noted that in the case of the Highway Department it would not be feasible to replace all of the equipment at once so priorities would have to be set. He felt that we needed to have more realistic numbers in the reserve funds.

Chief Frank commented that we needed to figure out how to fund the purchases.

Vicky asked about how we would set priorities.

Chairman Reagan commented that we have made progress in the last year with regard to work orders taking them from a manual system to now having them computerized. This would help with setting priorities by making it easier to determine when equipment really should be replaced.

Chief Frank asked if you could use surplus funds from the budget to purchase equipment. Selectmen Borthwick commented that those funds could be used, but if an equipment purchase had been voted against in a warrant article from Town Meeting the item could not be purchased.

Michael noted that we could use funds from the unreserved fund balance to purchase equipment as long as the Warrant Articles stated that the funding would come from there.

Chairman Reagan commented that we needed to find ways to extend the life of our equipment while we built up reserve funds. This may involve purchasing used vehicles and gradually moving up to new ones.

Michael commented that he and Bob Scott had estimated that it would cost 1.5million dollars to replace all eight trucks, the loader, the backhoe and the grader for the Highway Department.

Larry cautioned that we should not get into a situation where too much equipment would need to be replaced at one time.

Selectmen Borthwick noted that a written justification would need to be prepared for each vehicle, but that alone would not be sufficient grounds to purchase the equipment. It would have to be prioritized among the other needs for any given year.

Chief Frank wanted to know why the surplus funds from last year were not used to buy new equipment.

Chairman Reagan noted that we still have some tough economic times ahead of us and we need to control spending. Selectmen Borthwick added that the Board was also trying to pay down some of the Town's debt.

Bob Scott asked why the Board did not put the money we are saving from making our own gravel back into the budget.

Chairman Reagan again commented that we are still in difficult economic times and we need to limit what we spend. Hopefully if we can pay down our debt, we can use that money in future budgets to fund the purchase of vehicles and avoid interest costs altogether.

Steve commented that he thought the CIP could help to address the issues discussed this morning. He hoped to get the committee going in the next few months.

Steve thanked the Board and those present for their input.

Chairman Reagan thanked Steve for attending.

### **Work Orders**

Selectmen Borthwick mentioned that the Board would like to also use work orders to track building repairs. Michael noted that for the most part, Tom was logging in and tracking his own work orders. Chief Frank asked how department heads could keep track of work orders. Michael commented that Tom could provide reports for each department so they would have status of any open work orders.

## **Budget vs. Actual**

Michael provided those present with the latest Budget vs. Actual report. He mentioned to those present that if anyone not receiving updates from Gloria needed them, to let him know and he would be sure to get them the information. He then provided a quick update with regard to expenditures. Nelson noted that the number of requests he was receiving for assistance were down from this point last year.

## **Other business**

Michael informed those present that there was a warrant article passed in 1925 to keep the Soldier's monument and the three roadways around it in place for the next 99 years. This would prevent the Road Agent from doing anything to the slip ramp until 2024 unless voters rescind the Warrant Article at a Town Meeting.

Michael mentioned that the Road Agent had received a quote of \$30,720 to install a precast concrete open bottom arch bridge as a replacement structure for the worn culverts on Back Bay Road. Bob Scott noted that Cardigan Mountain School had agreed to provide guardrails for the new structure if the Town installs it.

Michael informed those present that some of the costs the Town incurred during the storms of February 26 and 27 would be eligible for reimbursement under a FEMA declaration. Bob Scott was going to attend a meeting in Plymouth on April 8 to get more information.

Michael mentioned that the Health and Safety Committee was in need of new members and asked the department heads to consider if they could have one of their employees participate.

Larry asked if the Board would look at Engine 2 with him so he could show them the paint oxidation problems on the vehicle. He would like to generate a requisition to have the oxidation taken care of and the body repainted.

Bob Scott asked if the Board would consider lowering the speed limit on all dirt roads in Town to 25MPH. He felt it would save wear and tear on the roads. The Board said they would take it under advisement.

Michael mentioned that he had been contacted by a resident in the Lovejoy Brook Road area regarding closing off the discontinued portion of the Road. In researching the request, Michael was unable to sort out exactly what part of the Road had been discontinued. There was a brief discussion among those present with regard to meeting at the site and reviewing available maps and documentation in an effort to figure out what could be done in the area.

Chief Frank inquired about the status of the requisition for the Police Cruiser. He explained that he had to order it in December to be sure that it would be available.

Selectmen Borthwick commented that we need to examine this process and be sure that everyone is in the loop on this going forward to avoid any confusion with future purchases.

There was a discussion with regard to delaying the purchase of the cruiser until June for cash flow purposes. Chief Frank said that he would speak with the dealer to see if the Police Department could take delivery of the cruiser in May and pay for it in June.

Selectmen Borthwick asked if, given the number of dirt roads in Town, we would be better off if we had more SUV's in the fleet than cruisers.

Chief Frank commented that cruisers were less expensive and easier to operate and maintain. He also noted that in 2011 Ford would be going to an all wheel drive Taurus platform for their cruisers.

Larry added that the SUV's were not good for pursuit.

Chairman Reagan asked about potential solutions for the traffic congestion by the elementary school when students were getting picked up by parents after school. He thought that the school district could speak with the church to make part of their parking lot available.

Chief Frank noted that it was difficult to keep up with parking issues. He mentioned a similar problem at the Meeting House during the summer. He thought that a parking ordinance might help the situation.

Selectmen Borthwick noted that the Board was planning to speak with Chief Bellion at their meeting on April 13 to review and discuss a sample ordinance he had submitted. It was suggested that perhaps the Chief should join the discussion.

At the point everyone but Larry left the meeting. Larry took the Board next door into the Fire Department apparatus bay to look at the paint issues with Engine 2. The Board went over the vehicle with Larry and then he left the meeting.

With no further business before the Board, at 9:39 AM Selectman Wilson made a motion to adjourn. The motion was seconded by Selectman Borthwick and voted 3-0 in favor by the Board.

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Robert Reagan

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Scott Borthwick

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Marcia Wilson  
Canaan Board of Selectmen