

**DRAFT  
CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, APRIL 27, 2010**

The meeting was called to order at 7:00 PM by Chairman Reagan. Others present and those who joined the meeting in progress: Selectmen Marcia Wilson, Selectmen Scott Borthwick, Town Administrator, Michael Capone, Ellie Davis, Phil Salvail, Al Posnanski, Elwin Neily, Tom Guillette, Pat Danielson, John Carr, Cindy Neily, Carolyn Barney, Dave Barney, Barbara Bickel, Rachel Ruppel, Laura Weit, Bill Chabot, Nate Deleault, Jon Lounder, John Bergeron and Joe Frazier. Chairman Reagan led those in attendance in reciting our pledge of allegiance.

**Minutes of April 7, 2010 Meeting**

After reviewing the minutes, Selectmen Borthwick moved and Selectmen Wilson seconded the motion to accept the minutes of the April 7, 2010 meeting as written. The Board voted 3-0 in favor of the motion.

**Minutes of April 13, 2010 Meeting**

After reviewing the minutes, Selectmen Borthwick moved and Selectmen Wilson seconded the motion to accept the minutes of the April 13, 2010 meeting as written. The Board voted 3-0 in favor of the motion.

**Mascoma River Nominating Committee**

Bill Chabot, Co-Chair of the Canaan Conservation Commission was present to introduce the topic and the other presenters. The Mascoma River nominating committee is seeking support for inclusion of the section of the Mascoma River from Canaan Center through Enfield and Lebanon to the Connecticut River into the Rivers Management and Protection Program (RMPP). The purpose of this program, which is administered by the New Hampshire Department of Environmental Services (NHDES), is to protect river resources through state and local resource management. Bill noted that a number of organizations were in support of this program and the purpose in being here tonight was to solicit the support of the Board of Selectmen for the nomination. He then introduced Rachel Ruppel of the Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC) and Laura Weit of the New Hampshire Department of Environmental Services (NHDES) to make the presentation.

Rachel provided an overview of the program and described the section of the River under consideration. She noted that presently the Shoreland Protection Act provides oversight for the first 250' of land on either side of the river. This program would extend that oversight to ¼ mile. A Local Advisory Committee (LAC) made up of representatives from the three communities would be established. They would be responsible for developing a local river corridor management plan (LRCMP) and commenting on activities within ¼ mile of the River that require state or federal permits.

Rachel noted that the designation provides protective measures for rivers. These protections are based on the four river classifications and relate to activities with regard to dams, interbasin water transfers, hydroelectric energy facilities and the spreading of biosolids.

Selectmen Borthwick asked if he was correct in assuming that these protections would apply within the ¼ mile buffer and that all permitting activities would require review by the LAC. Rachel replied that he was correct.

Selectmen Borthwick then asked how this is different from what happens now.

Laura Weit of NHDES responded that having the LAC in the process provides for additional local input and compliance with the objectives established in the LRCMP.

Selectmen Borthwick asked about the enforcement and inspection process.

Rachel noted that the 16 established LAC's focus mainly on education and outreach, river monitoring and clean ups and invasive species control.

Chairman Reagan asked about representation on the LAC.

Laura noted that each community can have up to three representatives on the LAC and they all get equal votes. The Board of Selectmen would submit names in nomination to NHDES for approval.

Selectmen Borthwick asked who the LAC advises.

Laura replied that they really are a voice for the river and will advise DES and the community.

Rachel noted that many river issues cross Town boundaries and the LAC provides an intercommunity forum for addressing issues that arise.

John Carr commented that he thought communication would be an important issue.

Dave Barney noted that the LAC can also assist with water quality monitoring.

Rachel noted that LAC's get special ranking for grant funding.

Ellie Davis asked where Dorchester is in this process, since the headwater for the River is there.

Rachel mentioned that Dorchester had been contacted and had not responded. She also noted that much of the River in Dorchester is under State management.

Selectmen Borthwick asked about river classification.

Rachel explained the different classifications and what is allowed in each one.

Selectman Borthwick asked if a dam could be built in the rural class of river.

Rachel noted that a new dam could not go in, but a breached dam could be reconstructed within six years of achieving designated status.

John Bergeron asked if the classification of the River would change if an area became urbanized.

Laura commented that a change in classification would have to go through the Legislature and be signed off by the Governor.

Susan Quinlan asked if this process is geared more toward preservation than regulation.

Rachel replied that it was more toward preservation. She noted the only real change is to add the LAC into the loop.

Nate Delault noted that it would add one more copy of a permitting request into the loop for review. It would also provide an extra hurdle to overcome in the dam permitting process.

Joe Frazier asked if adding the LAC to the permitting process would create delays.

Laura responded that the permitting process would remain as is and the existing review timeframes would remain in place.

Selectmen Borthwick asked if communities were required to pay dues.

Laura replied no, but many communities ask for donations.

Joe Frazier asked about funding for the LRCMP. He had read in past publications that many of these programs had not been implemented due to lack of funding.

Laura noted that there is grant funding available for both water quality planning and the LRCMP. Since the spring of 2008, 14 of the 16 communities with LAC's had received funding.

Susan Quinlan asked if there were any other programs that would provide similar protections to the river.

Rachel replied that this was the only program that she was aware of.

Selectmen Borthwick asked what the timeframe was for a reply from the Board as he would like to discuss this with the Planning Board.

Rachel said that the submission date for the nomination was June 1, 2010.

Aaron Allen asked if we did not sign on now could we do so later.

Bill Chabot said yes, but it would be more cost effective to do so now.

Joe Frazier had concerns with finding representatives to serve on the LAC if we went forward. He asked if there were people present at the meeting who would be interested in serving on the LAC. Five residents raised their hands.

With no other questions from the audience, Chairman Reagan thanked the presenters for attending and at 8:25PM declared a five minute recess while they packed up their materials.

### **The meeting was reconvened at 8:30PM**

#### **Library Friends-Planting in front of Library**

Susan Quinlan and other members of the Library Friends were present to discuss plans for a landscape garden in front of the Library. A copy of a plan was distributed to the members of the Board and Susan reviewed it with them. She mentioned that all of the funding for the project would come from the Friends and maintenance would be done by volunteers.

There was a brief discussion with regard to the location of plantings. Chairman Reagan asked that the group coordinate their activities with Tom Guillette to be certain that the plantings do not create safety or maintenance issues. The other Board members agreed and Susan noted that the work would be done in stages and reviewed with Tom.

The Board thanked the Friends for their efforts.

Susan asked if would be okay to hold the annual plant sale in front of the Library as they had in the past. The Board was fine with that. Susan mentioned it would be held on June 12, 2010 from 9AM to 3PM.

## **Safety Committee-Safety Audit Update**

Tom Guillette, Chairman of the Safety/Joint Loss Management Committee was present to provide an update to the Board with regard to the latest round of Safety Audits being conducted. The group had been conducting audits for the past few weeks and Tom wanted to make the Board aware of some of the findings that may require the Town to plan for the funding of safety related equipment.

The first of these would be a suggestion to have AED'S (Automated External Defibrillators) available in buildings for use should the need arise. There is no requirement that they be in a building, but the Committee had discussed establishing a priority list for buildings that should have them and purchasing units as the funds are available. Tom noted that there is often grant funding available for this type of equipment and they would be looking at that first as a source of funding.

Tom also suggested that the Town upgrade the eye wash stations in the areas that presently have them. He noted that the unit in the Highway garage would need to be replaced immediately and he would submit a requisition for it.

A third area that would need some attention was in the Highway Garage. The Committee felt that some consideration should be given to adding a small addition to the garage to hold the mechanical systems for the building. Presently, they are scattered around the building in some instances next to break areas and offices.

The fourth item that Tom mentioned was to look at designated smoking areas for all of the Town buildings. Presently, the personnel policy prohibits smoking in Town buildings and Town vehicles, but it does not specifically address where the designated smoking areas are. The Committee felt that some delineation of these "designated" areas was in order.

Tom also mentioned that the Committee hoped to complete the first round of audits in May. He noted that all of the departments had been very cooperative and worked with the Committee during the audit process.

Al Posnanski asked if Tom had seen the facility audit that NHDES had conducted at the Transfer Station last year. Tom had not seen it. Michael mentioned that he would check for it at the Transfer Station office.

John Bergeron asked about the Museum building and what would need to be done there. Tom noted that since the building is historic and not occupied by Town employees, it was subject to less oversight and as such would not require much in the way of work to address any concerns that may have been uncovered.

## **Building and Grounds Work Orders - Discussion**

Michael mentioned that he added this item to the agenda so it could be discussed with Tom present. At the last Department meeting Selectmen Borthwick had mentioned that he wanted to see a work order process similar to what was now done with vehicles and equipment implemented for buildings. The Board agreed that this was a good next step in the process. Since Tom had already set up a process for tracking work orders, Michael thought it would be appropriate to discuss it this evening to see if the Board was okay with what has already been done. If not, changes could be made prior to the discussion planned for the next department meeting in June.

Tom provided some materials for the Board's review. They included a work order request and work order status report. At this point in time, Tom was generating the work order form when he received a request from the Department. Michael and Tom had discussed, distributing work order requests to the departments for them to submit to Tom when they needed work done. The request would become the Department's source document. Tom could continue to record them as he presently does, but now the Department would be in the loop.

Selectmen Borthwick asked if Tom had created the work order form. He replied that he had. There was a discussion with regard to changes to the form.

Tom discussed some of his initial findings with regard to various software that could be used to automate this process as had been done with the vehicle/equipment repair work orders. So far, he had not found anything affordable that would meet our needs. Tom mentioned that we could probably try to develop our own records system by using Filemaker Pro or Access. Michael agreed that we could probably develop something that would work.

John Bergeron expressed concern with an in-house program. He noted that given Tom and Michael's computer skills, they could develop something, but how would it be maintained when they are no longer around.

Michael commented that he would check in the office to see if he could find an old copy of Access that could be used, but he would continue to look for low cost user friendly options.

## **Project Updates**

Selectmen Borthwick asked Tom about the status of the furnace replacement at the waste water treatment plant. Tom mentioned that he had discussed it with some vendors but had not formally put it out to bid yet. Selectmen Borthwick noted that it might be a good time to put the project out for bid since it is a slow time for contractors/plumbers and we might get very competitive bids on the project. Tom said he would get it out to bid this week.

Michael mentioned that the baffle curtains were being installed at the Water Plant today. He also mentioned that Wright-Pierce had contacted him with regard to a change in specification for the variable frequency drive that might actually shorten the lead time to get the item.

Michael mentioned that the Groundwater Expansion permit request had been submitted to NHDES.

Michael did not have any further update on the street light project.

Selectmen Borthwick asked about the River Road Bridge. Michael said that he had not had a chance to get an update from H.E. Bergeron Engineers, but he would contact them to see if the contractor was still planning to start at the beginning of May.

Michael also informed the Board that he had begun work on the water audit as part of a review of the water and sewer system rate structure.

### **Other Business**

Michael informed the Board that he had received an email from John Bergeron requesting the Board make three appointments to the Historic District Commission. John Bergeron mentioned that the Commission would like to appoint Pete Cumming as an alternate member to fill a vacancy due to the resignation of Tom Hudgens. He also asked the Board to renew the appoint of Daniel Fleetham Sr. as a member and Skip Baldwin as an alternate member as their terms expire in 2010.

Selectmen Borthwick made a motion to appoint those individuals to the positions and terms as outlined in the memo to the Board. Selectmen Wilson seconded the motion and the Board voted 3-0 in favor.

Selectmen Borthwick asked if any notices had been posted with regard to the Special School District meeting to vote on the Support Staff Contract that had been defeated at Town Meeting in March. Michael did not have the dates with him, but said he would get them and post the information on the Town website and the calendar.

Michael mentioned that he had met with representatives of the Northeast Resource Recovery Association (NRRA) to discuss recycling. During the meeting NRRA had asked if the Town would allow the Canaan Elementary School to use the Town Transfer Station. NRRA sponsors the School Recycling Club for member towns.

Al Posnanski mentioned that they had tried to start this program once before and there was no interest at the School.

Ellie Davis was concerned that there are children from four towns at the school and did not see why we should bear the cost of recycling for all of them.

Selectmen Wilson mentioned that currently the school recycles through Northeast Waste and she would speak with Diane DeWolf who was coordinating the program for more details.

John Bergeron asked if the Board would be able to attend the Planning Board meeting on May 13 to discuss support for the Mascoma River Nomination. The Board agreed they could attend the meeting.

Selectmen Wilson mentioned that they had good participation in the Earth Day clean up held on the 24<sup>th</sup> of April. She noted that the participants filled more than eighty bags of trash and collected 62 tires and ½ truck load of metal.

Phil Salvail asked about the status of the generators for the Police, Highway and Fire Departments. Michael mentioned that some quotes had been received and others were expected. He noted that Chief Bellion had informed him that they would not know the status of any grant money until June. Phil commented that he thought the generators should be purchased whether we received grant money or not.

With no further business before the Board, at 9:57 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