

**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, May 11, 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, Road Agent, Bob Scott, Ellie Davis, Phil Salvail, Al Posnanski, and Elwin Neily. Chairman Reagan led those in attendance in reciting our pledge of allegiance.

**Minutes of April 27, 2010 Meeting**

After reviewing the minutes, Selectmen Borthwick moved and Selectmen Wilson seconded the motion to accept the minutes of the April 27, 2010 meeting as written. The Board voted 3-0 in favor of the motion.

**Discussion with Road Agent-**

Road Agent, Bob Scott was present to review some purchase orders with the Board. The Board was looking for some input from the Road Agent with regard to which requisitions were priorities and which could wait until June to lessen cash flow impacts. Of the requisitions submitted, Bob noted that the pipe saw was the biggest priority. Selectmen Borthwick asked about the compressor for the highway garage. Bob mentioned that the one remaining unit still had issues with the motor and now the compressor head. Michael mentioned that the Mechanic had told him that if we could put a bigger two stage compressor in place we would recognize a savings in electricity because it would not be running all of the time like the smaller unit is now. Selectmen Borthwick asked about the requisition for more Calcium Chloride. Bob mentioned that they were completely out but he could get by for now as long as it continued to rain and kept the roads wet. Chairman Reagan asked about the requisition for milling the logs at the highway pit. Bob noted that the project could wait since he was not planning on using the timbers until next year. There was a brief discussion with regard to having Bob get additional quotes for milling so we get the best price. Bob replied that he intended to go out to bid, but wanted to have approval from the Board first. There was also some discussion with regard to holding off on the replacement roof for the compressor room. The Board signed off on the requisitions for the saw and the compressor, but did not sign off on the calcium chloride and the roof replacement.

The Road Agent mentioned that he was looking at putting a time clock in place at the garage to keep more accurate records of employees signing in and out for shifts. Bob mentioned that he was considering a biometric touch type clock that would read employees fingerprints for greater accuracy.

Michael asked Bob if he had all of the contact information he needed for the contractors and engineering firm up at the River Road Bridge. Bob said he was all set.

Selectmen Borthwick asked how the driver logs were working. Bob noted that they were working out very well.

Chairman Reagan asked how things were proceeding with some of the overhaul work being done to the highway trucks. Bob mentioned that two of the truck bodies had been cleaned and touched up. He also mentioned that most of the aluminum wheels for the wheel upgrades were in and the aluminum replacement tank was in as well. Bob said he would continue to upgrade these components on the trucks as needed.

Chairman Reagan and the Board thanked Bob for attending the meeting.

### **Budget vs. Actual**

Michael noted that 19 weeks into the budget year the average budget balance should be at 63.47%. The actual budget balance was at 64.30%. He reviewed the budget vs. actual report for May 10, 2010. Michael mentioned that, so far, there were two budget lines that he anticipated would be overspent for 2010. They were the Auditing Services line (01-4150.10-301) and the Dispatch line (01-4290.50-390). Selectmen Borthwick asked about fuel pricing for the upcoming heating season. Michael commented that he was expecting to hear from Rymes later this week and had also contacted Eastern Oil and Irving to see if they wanted to provide some price quotes. Eastern Oil said that they would be quoting, but he had not heard back from Irving yet. Selectmen Borthwick also had a question about postage and Michael explained that postage draws are charged against the General Government line initially and then allocated to the appropriate departments quarterly when the postage meter reports are done. The result is that the General Government postage line may look like it is overspent, but that line is adjusted as allocations are made to the other departments at the end of each quarter.

Michael also provided a revenue report to the Board and those present. It covered the period from January 1 to April 30 2010. The report also contained revenue numbers for the same period of 2009. Michael went through the report and explained some of the "one time" revenue receipts which included \$98,834.29 from the State 80/20 bridge program for expenses taken from the General Fund and a FEMA reimbursement of \$8,516.30 for disaster related expenses. Michael also mentioned that the \$38,786.27 in water and sewer miscellaneous sources represents the transfer of funds from an old reserve fund to the water and sewer surplus account as approved by the voters at the March Town Meeting.

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

Michael mentioned that he had been notified by Wright-Pierce that the variable frequency drive (VFD) should be installed by the middle of June. Once this was in, we could start blending.

Michael said that he received confirmation that the Application for the Expanded Groundwater Discharge Permit had been submitted to New Hampshire Department of Environmental Services for review and approval. He noted that this is usually about a sixty day review period, but he will follow up and monitor the progress of the permit.

Michael informed the Board that the contractor was working on the River Road Bridge project. They had set up their worksite and were in the process of removing the old bridge.

Michael mentioned that he had once again contacted National Grid in an effort to move the street light project forward. He had asked his contact to provide him with the name of someone he could speak with directly to get the removal costs for the lights. He was expecting a response in the next few days.

Michael also informed the Board that he had begun a review of the water and sewer bills as part of the water audit. So far he had reviewed all of the billing for 2009 and would be starting on 2008 next week. This was part of the effort underway to evaluate the current fee structure for billing water and sewer to see if it needed to be revised.

## **Other Business**

Michael presented the Board with a letter from the Canaan Old Home Days Committee requesting the \$1,000 in funding available in the budget. Selectmen Borthwick made a motion to pay \$1,000 from the Culture and other Recreation Account (01-4581.20-810) to the Canaan Old Home Days Committee. Selectmen Wilson seconded and the Board voted 3-0 in favor of the motion.

Michael mentioned that there would be a public informational meeting on Tuesday, May 18, 2010 beginning at 7:30 in the Enfield Community building to discuss the nomination of the Mascoma River for acceptance into the New Hampshire Rivers Management and Protection Program.

Michael also mentioned that the Deliberative Session for the Special School District Meeting would be held on Tuesday, May 18, 2010 at 6PM in the Indian River School Gymnasium.

Michael informed the Board that he had contacted by Rymes Oil, Eastern Oil and Irving with regard to contract pricing for next heating seasons fuel. He was expecting to receive some pricing within the next week.

Michael mentioned that he had been reviewing recycling information from NRRA in an effort to determine if the billing to Orange for recycling services should be adjusted. He noted that although revenues from recycling were down, expenses were as well, so he saw no reason to change the present amount billed to Orange. Selectmen Borthwick made a motion to bill the Town of Orange \$3000 for recycling services for 2010. The motion was seconded by Selectmen Wilson and voted 3-0 in favor by the Board.

Michael informed the Board that Steve McKinney had given his notice and his last day at the Transfer Station would be May 22, 2010. Michael had spoken with Jon Lounder about taking Steve's hours for a time while the Board looks for a replacement. Michael mentioned that he had two applications in the office from individuals looking for employment at the Transfer Station. After a brief discussion, it was decided that Michael should place an ad in the paper for the position and the Board would consider the existing applications and any other applications and interview potential new hires at the meeting on May 25, 2010.

Michael mentioned that Steve Ward from the Capital Improvements Program Committee has spoken with Road Agent, Bob Scott and Police Chief, Sam Frank regarding the CIP. Steve was planning on speaking with Fire Chief, Bill Bellion sometime soon. Steve was also hoping to meet with the Budget Committee some time in June to discuss the CIP.

There was a brief review of a map showing the route of the Mascoma River through Canaan. Chairman Reagan wanted to review the map with the other Board members to better understand what might be gained from having the River accepted into the State Rivers Management Program. Chairman Reagan noted that most of the section of the River under consideration was already afforded protections due to its proximity to other protected areas. Selectmen Borthwick agreed with Chairman Reagan and noted that this matter could be discussed further at the Planning Board meeting on May 13th.

Al Posnanski asked if the Board had received a draft of the Alarm ordinance that the Police and Fire Chief were going to work on. Michael noted that there had been no draft received to date.

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

With no further business before the Board, at 8:44 PM Selectman Borthwick moved and Selectmen Wilson seconded a motion to enter into non public session to discuss three personnel matters and advice from legal counsel. The Board voted 3-0 by roll call vote to go into non public session.

At 10:14 PM Selectman Wilson made a motion to come out of non-public session. The motion was seconded by Selectman Borthwick and voted 3-0 by roll call vote. At 10:15 PM Selectman Wilson made a motion to seal the minutes of the non public session. The motion was seconded by Selectman Borthwick and voted 3-0 by roll call vote. At 10:15 PM Selectman Wilson made a motion to adjourn. The motion was seconded by Selectman Borthwick 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