

**CANAAN BOARD OF SELECTMEN'S MEETING  
MINUTES  
Wednesday, June 2, 2010**

The meeting was brought to order at 8:02 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, Buildings and Grounds –Tom Guillette and Fire Department-John Hennessey.

**Budget vs. Actual**

Michael provided those present with the latest Budget vs. Actual report. He noted that the average balance remaining was inline with projections. Selectmen Borthwick asked Road Agent Bob Scott about the gravel requisition he had submitted. Bob mentioned that he had spoken with another crushing firm in addition to the one they used last year. Their quote was \$1.10/yard less than Bob had paid last year. In addition, they were prepared to bring up equipment to crush some of the larger material that the other company would not process.

There was also a discussion with regard to purchasing a new Tenco body for use on one of the six wheel dump trucks. It would replace one of the older dump bodies that rotted out. This body was the newer style that was less prone to rot and rust and could be transferred from one truck to another if required.

The Board also reviewed and discussed another requisition from the Road Agent for consulting services on a culvert replacement.

**Building Work Orders**

Michael mentioned that Tom Guillette had been working on a computerized work order reporting system for building work orders. Tom was present to explain the process to those present. Initially it would allow for the manual generation of work order requests from departments to Tom that he would then enter and track on his system. The departments would be able to follow up with Tom as to the status of their request. Michael mentioned that an initial report would be generated from the system that could be sent to each department for review. This would allow for an update of the system. Selectmen Borthwick mentioned that if a department head submits a request and does not hear back in a reasonable period of time they should contact either Tom or the Board as to the status of the work order. Tom is planning to implement the work order procedure soon.

## **Project Updates**

Michael provided a quick update on some of the projects currently underway. The parts required to complete the last phase of the well blending project were expected by the middle of the month.

There has been no response from DES with regard to the expanded groundwater discharge application.

Michael has started looking at a second years worth of water billings as part of the water audit.

The old River Road bridge had been removed and the footings for the new abutments were in process. The project is still on schedule for completion in late July.

There still has been no response from the electric company with regard to removal costs for the streetlights. Michael said he would continue to push for a response.

## **Other business**

Michael informed the Police, Fire and Highway departments that he will be contacting them with regard to getting additional information on their vehicles as he prepares a spreadsheet for the CIP committee.

Michael thanked the Highway department for constructing a second burn pit at the Transfer Station. This will help minimize the build up a brush in the burn area.

Michael explained that he had one issue left to resolve with regard getting a new cell phone arrangement established. There is still an issue with regard to how to account for the personal use of phones provided by the Town. He is working to resolve this issue before bringing in the new phones.

Chief Frank had a release form from Hanover dispatch for the Board to sign. It would allow for the release of Canaan 911 information to Hanover dispatch.

Chief Frank also asked about the status of the building generators. Selectmen Borthwick asked if we had received the quote from Hurley Electric for separate units for each building. Michael mentioned that we had not received it, but had information from other suppliers. John Hennessey noted that he did not think the Town would receive the grant funding that Chief Bellion had applied for. Chairman Reagan asked Michael to explore other options for funding.

Road Agent Bob Scott mentioned that the roof for the compressor building was just about finished. He was able to fashion roof trusses from some of the material removed for the River Road bridge site.

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

With no further business before the Board, at 9:04 AM Selectman Borthwick moved and Selectmen Wilson seconded a motion to enter into non public session to discuss a personnel matter. The Board voted 3-0 by roll call vote to go into non public session.

At 10:15 AM 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 AM 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 10:16 AM 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