

**CANAAN BOARD OF SELECTMEN
MEETING MINUTES
TUESDAY, August 23rd, 2011**

The public meeting at the Meeting House was called to order at 7:00 PM by Chairman Reagan. Others present: Selectman Scott Borthwick, Selectman Marcia Wilson and TA Michael Samson. Members of the public included Al Posnanski and Phil Salvail.

Minutes of August 9th

The minutes of August 9th were reviewed. Motion by Marcia Wilson, second by Scott Borthwick to approve the minutes. Unanimously approved.

Employment Policy

The draft employment policy was discussed and Samson was directed to have the department heads review the policy and make comments for the next meeting.

Town Building Repairs Contractor

Samson indicated that he had negotiated a proposal with Barry Clause to do specific odd jobs related to town buildings as they arise as a private contractor. The rate negotiated was \$30 per hour. It is anticipated that these jobs would average about 5 hours a week and total no more than \$7,500 a year.

Cleaning at Beach and Meeting House

Samson also spoke with Heather Jacobs about cleaning the bath house and the Meeting House. She indicated that she would clean the bath house twice a week and the Meeting House weekly for \$40 a week. It was decided that Heather would go on Town payroll and that the rate would be set at 4 hours per week at \$10.70 per hour to cover the cost of FICA and Medicare. Motion by Scott Borthwick and second by Marcia Wilson to hire Heather Jacobs. Unanimous.

Use of School Property for Recreation Activities

Samson reviewed a proposed MOU regarding the use of school property by the Canaan Recreation Commission that spells out who is responsible for certain actions and who controls building usage and presence of individuals on school property. Motion by Scott Borthwick and second by Marcia Wilson to approve the MOU. Unanimous approval.

Auditors Retainer Letter

Samson provided a retainer letter that needs the Board signature so that the audit can be completed. Motion by Scott Borthwick and second by Marcia Wilson to approve signing the letter. Unanimous approval.

Draft Capital Budget

Samson delivered a proposed Capital Budget that has been submitted to the CIP Committee and walked through the various sheets. There is a spread sheet for major mobile equipment that calls for replacement of the oldest Crown Victoria cruiser, the backhoe and the fire command vehicle. On that schedule, \$6,000 of the cruiser would

have to come from available surplus in the police department accounts at the end of the year. 2012 would see the return of a police department capital reserve account with funding of \$24,000 per year. There a second sheet with non-mobile equipment. This schedule includes two pages of equipment that needs replacement on a regular basis. The schedule is carried out for a 20 year projection. Each year shows the current level of funding in the budget and shows whether there will be additional need from surplus to cover the projected expenses. Arrows indicate where useful lives have been advanced or retarded to accommodate cash flow. Whenever possible, the useful live will be extended. The next funding cycle in 2012 shows a need that is less than the current level of funding. A third sheet shows the proposal for road reconstruction (paved and dirt) and budgets \$60,000 for dirt road reconstruction (not just maintenance) and \$193,500 for paving. A final sheet will be prepared for buildings by October 1st.

Draft Operating Budget

Samson distributed copies of the proposed operating budget. The draft results in an operating budget that is \$30,910 less than last year's budget and has wage increases of 2% which is still significantly less than actual increase in the consumer price index. There are a number of areas that we do not have final figures for yet and these will be adjusted through the middle of October. There increases in elections, auditing, assessing, library, fuel, prosecutor's office, dispatch, household hazardous waste, software for the police department, police and fire equipment, and fire wages. There are decreases in government buildings, transfer station, police overtime, contingency accounts and debt service. There is an expectation of increases in workmen's comp, liability and health premiums anticipated at 10% in each area. These will not be known until later this fall. Electric bills still need to be evaluated and we need final figures for assessing and dispatch contracts. A final draft will be ready on September 13th prior to submission on the 15th to the budget Committee.

Town Office Door

Samson reported that Joe Butterfield's price for replacement of the front office door is lower than the quote from MTD. Scott Borthwick moved to award to Butterfield subject to proof of insurance. Marcia Wilson seconded. Motion carried unanimously.

Budget vs. Actual

Samson handed out the current Budget vs. Actual with projections through the end of the year. As of now, the year end shows at least \$62,000 in unspent appropriated funds. He stated that this number could reach as much as \$90,000.

RIB Report

The Rapid Infiltration Beds are not yet complete and hopefully will be complete by Labor Day. The two new monitoring wells are due to be installed by the end of the month.

At 8:40 PM Selectmen Borthwick made a motion to enter non-public session to discuss items under 91-A:3 II(b) (e) &(c). The motion was seconded by Selectmen Wilson and voted 3-0 by a roll call vote of the Board.

At 9:10 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 9:11 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 9:12 PM Selectman Wilson made a motion to adjourn. The motion was seconded by Selectman Borthwick and voted 3-0 by the Board.

Robert Reagan, Chairman

Scott Borthwick

Marcia Wilson
Canaan Board of Selectmen