

**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, December 13th, 2011**

The public meeting at the Fire Station was called to order at 7:00 PM by Chairman Reagan. Others present: Selectman Scott Borthwick, Selectman Marcia Wilson and TA Michael Samson. Others in attendance: Chief Sam Frank, Al Posnanski, Ellie Davis, Joe Butterfield, and Phil Salvail.

Minutes Nov. 15, Nov. 22 and Dec. 6<sup>th</sup>

Scott Borthwick moved that the minutes of November 15 and 22<sup>nd</sup> and the minutes of December 6<sup>th</sup> be approved as written. Marcia Wilson seconded the motion. Unanimously approved.

#### Police Department

Chief Frank addressed the board and asked that they sign a purchase order encumbering funds for a radar unit for the new cruiser to be ordered in 2012. He noted that the funds were available in this year's budget and he wanted to conserve funds in the 2012 budget and keep the purchase price down to just the cruiser at \$24,000. The consensus of the board was to sign the purchase order and it was signed. Chief Frank also indicated that they had completed enough of the preliminary review process to have a candidate ready for board review on the 27<sup>th</sup>. Sam indicated that he would not be available for the interview on the 27<sup>th</sup> but that Todd or one of the other officers would be and asked if that would be acceptable as he wanted to get the new hire into a training program right after the first of the year. The board indicated that would be acceptable. The board also indicated that the language of the officer's contract needed to have reimbursement protection related to working a minimum of 20 hours a week for the Town.

#### Water System Operators

Joe Damour attended the meeting to answer questions about the coming year's operations. Samson noted that the Town was approving a new rate structure and budget to allow for an increase in maintenance and funding for replacement lines and equipment. He also noted that one of the major issues is the significant difference between the water produced at the plant and the water metered at the users. This difference will not be acceptable to DES and we would like to track down where water is being lost. A priority will be to check the condition of the water main from the lake to the plant and from the plant to the Village. As the line is well over 100 years old, it is anticipated that it may already have issues that are causing a loss of water. Joe was asked to develop a strategy for checking these lines and he suggested running a camera down the line. Mike asked him to get a price for the service. A related issue is that we will be replacing all of the meters with radio read meters in the spring. There are about twenty accounts with no meters due to freezing, lack of pressure and malfunctions. Joe Butterfield confirmed that he had very little pressure. Joe Damour and Mike discussed the use of a pump station or home based booster pumps to increase pressure. The pump station seemed to be too expensive and Joe was asked to develop a price for the home based booster pumps. He was also asked to determine how to install the meters in areas with no pressure. He

agreed to get back to the town with information. Samson noted that we will have to meter flushing, the fire department tanker fills and other known un-metered uses. On other water issues, Joe was asked whether he was responsible for hydrant flushing. He indicated that he was. It was noted that when the water main across the river broke last summer, the hydrant in front of Ellie's was inoperable and no one knew it. It appears that there is no on-going system in place for hydrant flushing. The board has asked that the fire department check all of the hydrants and suggested that this could be coordinated with Alan. Joe agreed that we should be checking them at least every couple of years and thought we were. Samson indicated that we had a similar situation with manholes which should be inspected annually but have not been. Joe asked what the purpose was and Samson indicated because the law required it and we would be unable to even know if there was a problem if we never open the manholes. Joe said there would be nothing to see since the pipes pass through the manholes and they are often full of water. Samson indicated that if the manholes were sealed in the bottom and the collars/risers were replaced and sealed, we could open the covers and see if there was flow outside of the pipe entering the manhole. Joe indicated that he believed they should be checked once every few years. Joe was asked to create a plan. Samson indicated that Hanover checks them every 6 months. Joe indicated that Canaan is no Hanover. Samson responded that once every three years is too long, especially since several have not been opened in over 10 years. Joe was asked to develop a plan for manhole checking annually. Joe was asked about the waste water plant and whether we were going to automate the flows through the plant to the rapid infiltration beds. Joe indicated that it may not be possible since the main valve works hard and is not in a well that would allow a motorized drive. There was general discussion about the need to have at least minimal flow every day to maintain compliance. Joe indicated that they were attempting to find a setting that will allow for some standard flow every day without draining the lagoons down too far. Joe was asked whether the lagoons needed to be cleaned out and he indicated that he thought there was less than a foot of solids in the lagoons and felt there was no need as most solids are collected in the individual septic tanks. Samson also asked that a new replacement schedule be created for equipment to assure that we have adequate funding. Bob Reagan asked about one clause in the WSO contract but was assured that the clause pertained to WSO only. There were no further questions and Joe was thanked for his input and the board indicated that it would complete its review of the contract.

#### Water & Sewer Rates

The board indicated that he had completed its hearing process on new rates and believed that the higher rate structure was needed but would use credits to help offset part of the highest increases over the next two years. Motion to approve the attached proposed three tier rate structure, the capital reserve funding and the capacity charge and to further approve the attached credit system made by Marcia Wilson and seconded by Scott Borthwick. Unanimously approved.

#### FEMA Partial Payment

Samson discussed the recent notice that we would be receiving half of the FEMA reimbursement this month and the final upon completion of all work which should also be this month but reimbursed in January. He indicated that we need to approve the

certification of all the expenses and the completion and the permission for audit. Scott Borthwick moved to authorize Bob Reagan to sign the necessary forms. Unanimously approved.

#### Budget versus actual

Samson reviewed the expenditures and the year-end anticipated balances. It appears that we will have at least \$134,000 available once all of the FEMA money is received. This should be sufficient to cover all of the elevator repairs in the senior center and most of the salt shed depending on other year end needs.

#### Twin Bridges Contract

Samson noted that the annual contract is due for renewal to start January 1<sup>st</sup> for computer technical services. The money is available in the proposed operating budget. Motion to approve the Twin Bridge contract by Marcia Wilson and second by Scott Borthwick. Unanimous approval.

#### Zani Property Exchange

Samson reported that we had the survey for the Zani land swap right of way and we should be ready to sign the deed and necessary documents. Scott Borthwick moved to authorize Bob Reagan to sign all necessary documents for the land swap. Marcia Wilson seconded the motion and it was unanimously approved.

#### Other Business

Samson asked that the board request Gloria transfer the balances owed the capital reserve accounts to Cindy Neily. Scott Borthwick so moved and Marcia Wilson seconded the motion. Unanimously approved.

Samson asked that the Board request eleven thousand dollars from the revaluation capital reserve to fund the 2011 evaluation. Scott Borthwick so moved and Marcia Wilson seconded the motion. Unanimously approved.

Purchase Orders were authorized for Barker Steel for the Transfer Station, for Ossipee Mountain for radios and the Highway base unit, and for Springfield Fence for a new fence by the transfer station hopper.

Samson was asked to check on why we are using sand on Goose Pond Road.

Motion at 9:05 PM to enter into executive session pursuant to RSA 91-A:3 II (c ) (d) & (e) by Scott Borthwick and second by Marcia Wilson. Unanimously approved.

At 9:45 PM Selectman Borthwick made a motion to come out of non-public session. The motion was seconded by Selectman Wilson and voted 3-0 by roll call vote. At 9:46 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.

Motion by Scott Borthwick and second by Marcia Wilson to communicate with Henry Minasian representing the Methodist Church that the Town does not see a need to further negotiate licenses with the Church and the Town has not need of any permission or

support from the Church and it appears that communications are not being productive.  
Unanimously approved.

At 9:52 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