

**CANAAN BOARD OF SELECTMEN
MEETING MINUTES
TUESDAY, April 24th, 2012**

At 7:00 PM Chairman Reagan called the public meeting to order. Selectman Scott Borthwick, Selectman Marcia Wilson, Selectman Bob Reagan and TA Michael Samson in attendance. Members of the Public in attendance included Bob Scott, Ellie Davis, Phil Salvail and Al Posnanski.

Acceptance of the Minutes April 10th , 2012

Motion by Scott Borthwick with second by Marcia Wilson to approve the minutes for April 10th. Unanimous.

Health and Safety Report

Samson distributed a report on the audit by the Department of Labor. Generally the auditor was pleasantly surprised to see that most issues were housekeeping issues. All of the obvious items like state inspections, eye wash stations, signage and personal protective equipment were in place. The third floor of the Town Office building was cleaned out using the volunteer assistance of Cardigan Mountain School students on the day before the inspection. Copies or required reports and the two training sessions that the Town had were provided. The list of observations, recommendations and suggestions ran to nearly two pages. The primary true safety issues were the need for drill press guards, chains for compressed gas cylinders, removal of flammables from boiler rooms and frayed wires on two power tools that were not in service but were not marked as out of service. Nearly all will be corrected within the next two weeks. The exception will be the suggested redesign of the public access areas at the Town Office.

Water Rate for Capacity Only Bills

Samson explained that he had heard from at least half of the 20 plus users that are billed for water and sewer capacity but were not using the service. The new rate is fifty percent higher for the base capacity charge and is higher to require payment of a capital reserve charge based on 12,000 gallons of reserved capacity. Most of the people billed objected strenuously to this capital reserve charge. The argument behind the charge is that if a party wants to reserve capacity but then does not use the capacity, they should not be billed for the costs of operation but should be billed for the creation of a capital reserve fund that can be used to replace system components as they fail. Samson asked if the Board wanted to change this policy. After much discussion of the pros and cons of change, the consensus of the Board was to leave the rate unchanged.

Budget vs. Actual

Samson reviewed the income to the Town and noted that it is running slightly ahead of projections. On the expense side, there are several areas that are of concern. We will probably overspend the legal fee budget by at least \$10,000 for prosecution of subdivision and junk yard cases and overspend the streetlight account by \$3,000 for the disconnections. He also noted that we are spending about \$25,000 for the new salt shed and will have spent about \$17,000 for health safety related expenses all of which were

not budgeted specifically. He stated that we will be holding back all of the miscellaneous accounts in light of the over expenditures.

Highway Construction Budget

Samson handed out a spreadsheet of the highway projects for the remainder of the year. There is about \$244,000 available for the projects. They include replacement of the Back Bay culverts, rebuilding of sections of South Road and Jerusalem Road, construction of the new salt shed and normal repairs and maintenance. There is currently enough money to complete the projects and still have about \$20,000 available for unforeseen needs in the construction budget. As part of this discussion, Bob Scott asked for approval of the cost of poured walls for the new salt shed. He had solicited bids from several companies and had also priced out using pre-cast blocks. The poured wall would offer more stability and would last longer even though it was at least \$5,000 more expensive. The Board signed the purchase order.

ARM Grant Application

Bob Scott explained his request for engineering services to prepare an ARM grant application for drainage improvements on Cod Fish Hill. He explained that there was a tight deadline to get the application in. There was reluctance on the part of the Board to pay for the application with such a short lead time. Motion by Scott Borthwick and second by Marcia Wilson to hold off on the grant application. Unanimous approval.

Waste Hauling Issues

Samson noted that a meeting with Art Conkey and his drivers remedied the issue of considerable trash being dropped on the ground when the trailer is picked up. The issue is that the ram automatically backs off of the live floor trailer allowing the trash to flow back into the space between the ram and the back of the trailer. Conkey was given a key to the attendant's shed so that the ram can be cycled before removing the trailer. Samson also asked what the Board's pleasure was for a disposal fee for florescent bulbs. He had discovered that the fee was 50 cents a bulb in the past and that the fee was sufficient to cover florescent bulb disposal in the future. Motion by Scott Borthwick to set the fee at 50 cents per bulb. Second by Marcia Wilson and unanimous approval.

Humane Society

Samson explained that the original contract with the Humane Society assumed that the most the Town would pay is \$1,500 a year. In practice, the Town received bills totaling \$1,000 in the first 60 days. Samson indicated that he was able to renegotiate the contract to a flat fee of \$750 a year for all cats and dogs with the Town owing for 2011 and 2012. It was noted that the revised contract had the wrong town name and should be corrected. Scott Borthwick moved to approve the revised contract as amended which was seconded by Marcia Wilson and unanimously approved.

Revise Town Administrator Job Description

Samson distributed a copy of the revised job description that includes responsibility for filing of the biannual Safety Summary and quarterly convening of the safety committee.

Motion by Borthwick and second by Wilson to add the new paragraph 11 to the job description to add the described responsibilities. Unanimously approved.

Other Business

Samson passed out communication from Chuck Townsend asking for support to get the Legislature to honor the constitutional commitment for a single representative for a town if it had at least 3,300 people. The consensus of the Board was to invite all three local representatives to the May 8th meeting to discuss why that commitment wasn't being honored.

Samson noted that there was going to be a Tower Meeting to review the contractor proposals at 5 PM on the 26th. All were invited.

Samson indicated that he had confirmed that Assistant Chief Collins from Massport would attend to present certificates of commendation at the May 8th meeting for the first responders that worked at a serious accident extrication in Grafton in March and that Grafton would also be participating.

Marcia Wilson reported on her plan to contact community organizations to seek their help in putting together community events on the June 13th when the hill climb will be held.

At 8:45 PM Selectman Borthwick made a motion to adjourn. The motion was seconded by Marcia Wilson and unanimously approved by the Board.

Robert Reagan, Chairman

Scott Borthwick

Marcia Wilson
Canaan Board of Selectmen