

**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, November 13<sup>th</sup>, 2012**

Chairman Bob Reagan called the open session of the Board to order at 7:00 PM. In attendance, Selectmen Robert Reagan, Scott Borthwick and Selectman Marcia Littlefield. Also in attendance, TA Mike Samson, Al Posnanski and Ellie Davis.

Minutes of October 23<sup>rd</sup>, 2012

Motion by Scott Borthwick to approve the minutes of October 23<sup>rd</sup>, 2012. Second by Marcia Littlefield. Unanimously approved.

Employee Wage Information

Samson indicated that Ellie Davis had requested the annual salaries or base wages for the town employees. Samson indicated that he deferred the request until the Board meeting to determine the legality of the request. He indicated that there is no restriction on releasing the information and recommended the release of the information. The Board agreed.

Clerk of the Budget Committee

Samson indicated that the Budget Committee wants to hire a replacement clerk to prepare budget committee minutes. He indicated that there was sufficient money left in the account to pay a replacement clerk and to fund advertising for the position. There was a consensus of the Board to advertise the position to be paid and take the expense from the budget committee.

DOL Assumption of Liability for Town Clerk and Town Office Employees

Samson submitted a draft letter asking for a waiver of the employee safety requirement for a security window for the Town Clerk in exchange for an assumption of the risk by the Town and agreement for indemnification. Samson noted that the employees were in agreement. There was a consensus of the Board to send the letter.

Waste Water Aerators

Samson reported that the cost of wastewater aeration (diffuse air) would be in excess of \$100,000. The Board suggested that we get the aerators operational prior to the spring and asked Samson to check on whether all the motors were back.

Road Discontinuance

Letters have gone out for a hearing on November 27<sup>th</sup>. In addition, a letter will go out to the property owners on the end of West Shore Road indicating that we will be unable to plow and maintain the road unless there is a turn around area provided.

Halloween Recreation Program

Marcia reported on the successful Recreation Halloween Program at the senior center.

Master Plan Review and Up-Dating

Marcia indicated that the Planning Board was currently reviewing the Town's Master Plan to see if there were any changes needed or inconsistencies. The plan has not been up-dated since 2006. The Plan envisioned that there were activities that needed to be accomplished and the review will help to see how much progress has been made.

#### Building Permit Violation

Samson indicated that most of the outstanding issues with Augustus Means have been resolved. The new road design is still not resolved nor approved by Chief Bellion.

#### Budget vs. Actual

Samson reviewed the current status of the expected year end surplus and the requested needs. He indicated that in December we will need to decide on and encumber money for the Library electrical entrance and generator, the repair of the Fire Department Rescue vehicle and the diagnostic software and tools for the mechanic's position. The total budget for these three items combined with the overage on the equipment trailer is \$41,000. The current year end surplus is at least \$31,000 but will increase as we get closer to the end.

#### Default Budget, Budgeted Revenue & Expense

Samson reviewed the default budget for 2012 as well as the proposed revenue and expense budgets. We now have a final health care cost number which is \$347,380 including the increased coverage with new employees. The total expense budget is \$3,115,908 and the total amount to be raised by taxes stays flat.

#### Other Business

Samson indicated that the Transfer Station attendants are checking contractor's bags if they are suspicious of the trash. 1300 stickers have been distributed. There was a general discussion of the staff coverage for holidays. The consensus of the Board is to have the transfer station staff cover every holiday when the Town is usually closed except for Christmas Day and Thanksgiving Day. Normal days that we have given off in the past will be covered by two of the three crew members with compensating days off anytime within three weeks before or after.

At 8:27, Selectman Borthwick moved to enter executive session to discuss personnel issues. Marcia Littlefield seconded the motion and it was unanimously passed.

At 8:40 Selectman Littlefield moved to come out of Executive Session. Borthwick seconded the motion and the motion passed unanimously. At 8:40 PM Selectman Littlefield moved to seal the minutes and Selectman Borthwick seconded the motion. Motion passed unanimously. Motion by Littlefield to adjourn with second by Borthwick. Unanimously approved.

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Robert Reagan, Chairman

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Scott Borthwick

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Marcia Littlefield  
Canaan Board of Selectmen