

**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, June 3<sup>rd</sup>, 2014**

Chairman, Bob Reagan called the meeting to order at 5:00 PM. In attendance were Selectmen Robert Reagan, Scott Borthwick, Dave McAlister, and TA Mike Samson. Also in attendance was Kendra Withington and Gloria Koch.

Motion by Scott Borthwick to enter into executive session at 5:03. Second by Dave McAlister and unanimously agreed. Kendra Withington and Gloria Koch joined the meeting.

At 5:30 Kendra and Gloria left the meeting and Diane McRoie joined the meeting.

Motion by Scott Borthwick to come out of executive session at 5:58. Second by Dave McAlister and unanimously agreed.

At 5:59 PM Selectman Borthwick moved to seal the minutes of the executive session and Selectman McAlister seconded the motion. Motion passed unanimously.

Chairman, Bob Reagan called the regular meeting to order at 6:00 PM. In attendance were Selectmen Robert Reagan, Scott Borthwick, Dave McAlister, and TA Mike Samson. Also in attendance were Bob Scott, Al Posnanski, Ellie Davis, Monica George and Kathryn George.

Minutes of May 27<sup>th</sup> and 28<sup>th</sup>.

Selectman McAlister moved to approve the minutes of May 27<sup>th</sup>. Scott Borthwick seconded the motion. Unanimously approved. Selectman Borthwick moved to approve the minutes of May 28<sup>th</sup>. Dave McAlister seconded the motion. Unanimously approved.

Budget vs. Actual

Samson reviewed the Budget vs Actual. There are no significant changes.

Revision of Job Descriptions

Samson presented the final draft from an earlier meeting of the revised job descriptions for Highway Superintendent, Town Mechanic, Treasurer and Assistant Treasurer. The Board reviewed the revised job descriptions. Selectman Borthwick moved to approve the revised job descriptions. Dave McAlister seconded the motion. Unanimously approved.

Dyers Welding Inspection Station

Samson presented the state review sheet for Dyers Welding's application for an Inspection Station license renewal.

Selectman Borthwick moved to approve the license renewal. Dave McAlister seconded the motion. Unanimously approved.

Progress on Health Center

Samson reviewed the major accomplishments over the past three months. Mascoma Community Healthcare, Inc. was incorporated and will be applying for 501(c)3 status. A 22 member Board of Directors has been selected and By-Laws have been written. Seven Committees have been created and all are very active. The staffing committee is completing the staffing chart and wages. The building committee has worked with the board to select the Putnam site as the best site and the site has been tested for groundwater and soil type and is acceptable in both aspects. There is a RFP out for architects. The finance committee will be working to create a 4 year proforma cash flow statement showing what is anticipated for income and expense. The collaboration committee is meeting with Hitchcock to explore

collaboration with several positive suggestions from Hitchcock. They are also seeking to have similar discussions with APD, Dave Beaufait and Ed McGee. The Fundraising committee has a goal of raising nearly \$400,000 from private foundations, grants and gifts for interim finance. The equipment committee is putting together a list of the equipment needed and the cost to allow MCH to seek grant funding. The communication committee will be working with the whole Board to develop a plan to increase pledges to 2,400 and attract more patients from Enfield. The current planning is to start loan and grant applications in September and complete financing by April of 2015. Construction would start in March and the clinic would open in September of 2015.

#### Posting of Transfer Station Property

After a person was recently removed from the transfer station after hunting with a gun in the main working area of the transfer station, there was discussion regarding posting the property against hunting. Selectman Borthwick moved to post the transfer station, wastewater and gravel pit to prevent hunting and let people know there were other town properties where it would be allowable. Dave McAlister seconded the motion. Unanimously approved. It was suggested to Samson to get F&G to provide posting signs.

#### Personnel Policy

Samson indicated that he would start work on up-dating the personnel policy so that it can be presented soon to all town employees at a town wide meeting.

#### Other Business

Historic District: A request by the Historic District for appointment of returning and new members was discussed. Selectman Borthwick moved to approve the license renewal. Dave McAlister seconded the motion. Unanimously approved.

Paul Keyser – Library: Samson indicated that the Keyser proposal is about \$800 less than the MTD proposal. The consensus was to award the contract to Paul Keyser.

DOT Contract for Management of Bridge Construction in West Canaan: Samson indicated that he had reviewed the agreement that NH DOT proposed regarding the resurfacing of the bridge by the Pleasant Valley store. There were no objections. Selectman McAlister moved to approve the NH DOT Agreement. Scott Borthwick seconded the motion. Unanimously approved.

Selectman Borthwick moved to re-enter executive session to discuss employee performance. Dave McAlister seconded the motion. Unanimously approved.

At 7:33 Selectman Borthwick moved to come out of Executive Session. McAlister seconded the motion and the motion passed unanimously.

At 7:34 PM Selectman Borthwick moved to seal the minutes of the executive session and Selectman McAlister seconded the motion. Motion passed unanimously.

Motion by Scott Borthwick to adjourn at 7:34 with second by McAlister. Unanimously approved.

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Robert Reagan, Chairman

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Scott Borthwick

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David McAlister  
Canaan Board of Selectmen