

**CANAAN BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, February 14<sup>th</sup>, 2012**

The public meeting at the Canaan Fire Station was called to order at 6:30 PM by Chairman Reagan. Others present: Selectman Scott Borthwick, Selectman Marcia Wilson (by phone) and TA Michael Samson.

Motion at 6:30 PM to enter into executive session pursuant to RSA 91-A:3 II (c) (d) & (e) by Scott Borthwick second by Marcia Wilson. Unanimously approved. Invited to attend was Bob Scott.

At 6:50 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 6:51 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 6:52 PM Scott Borthwick moved to interview three candidates for the Highway Truck Driver/Laborer position in executive session at 4:00 PM on February 22<sup>nd</sup>. Second by Marcia Wilson. Unanimously approved.

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

Minutes January 12<sup>th</sup>, 28<sup>th</sup> and 31<sup>st</sup>, 2012

Motion by Scott Borthwick with second by Bob Reagan to approve the minutes as written. Voted to approve 2-0.

#### Henley Equipment

Mr. Henley asked that the Board allow him to continue moving the rest of the equipment formerly owned by him from the Town gravel pit and indicated that it could be completed in a week or so. The Board indicated that they believed that the Town had gone well past the point of fairness in accommodating Mr. Henley. They noted that the equipment was forfeit when the property was taken for taxes in 2008 and abandoned a second time when Mr. Henley was given a notice to remove the property. The Town had expended time and money to remove the equipment from the property to sell the property. The Town had agreed to let him take most of the property back to his lot in Canaan if it were removed from the gravel pit by the end of November. Mr. Samson had extended that deadline several times until Mr. Henley ceased moving the equipment in January. The final deadline was to complete the removal by 20<sup>th</sup>. That deadline was not met ostensibly because of a family illness but that reason was not communicated to the

Town until February 10<sup>th</sup>. The Board indicated that they were not going to extend the courtesy further. Samson suggested that we could give Henley a week more in exchange for signing off on titles for the trucks. Without signed titles, the Town will have to conduct a public sale to clear title. Mr. Henley objected saying that those vehicles were valuable and he should get them back. Samson indicated that the value of the cement mixer, Freightliner tri-axle, shipping containers, roller, tow truck and backhoe equaled the value and cost of removing the equipment from the property and supervising the return of the balance of the equipment to Henley. The Board said that they would go with that option but that Henley needed to indicate that he was willing to do that by Thursday. Henley indicated that he didn't know the Town was keeping that equipment and Samson pointed out that we had communicated that fact to him by phone, through a letter to his attorney which was emailed by the attorney to him, by certified mail which he declined to accept and by regular mail at the address that Mr. Henley had indicated was the correct address in the summer of 2011. The Board indicated that he had an offer from the Board which he could choose to accept or reject by Thursday.

#### Budget vs. Actual

Samson went through the expense statement and reviewed all of the areas of concern. Many lines which show heavy early expense are annual payments that are typically made at this time of the year. We are a little under on the support contract for the IMC system. Some of our heating accounts are higher and others lower and Samson believes that this may be errors in which tank is being filled. There are three tanks next to each other at the Police, Fire and Highway Departments. He noted that the transfer station is finally showing its true cost. Samson noted that we will have a problem with winter sand as we budgeted zero for the year based on the stockpile we had put up in 2011. Cash flow is fine and we have almost enough cash to carry us until May even if there is no other revenue in March and April. Typically, there is at least a few hundred thousand dollars in revenue between February and May. Bob Scott asked that the Board increase the authorization on the salt shed by \$1,262 for extra freight cost. The total would be \$88,000 and the \$1,262 would come out of contracted services for 2012. The consensus of the two Board members was to approve the increase.

#### School Care Membership Agreement

Samson reviewed the membership agreement with School Care and recommended that the Board sign the contract. The terms are similar to the Local Government Center and Primex and will run from July 1, 2012 to June 30<sup>th</sup>, 2013. He indicated that the employees with Highway and the Police Department had reviewed the coverage and had no problem with the proposed coverage. Scott Borthwick moved to approve the contract and Bob Reagan seconded the motion and the motion passed with two votes in favor.

#### Vachon Clukay Engagement Letter

Samson indicated that it was time to sign a letter engaging the services of Vachon Clukay for an audit of the 2011 financials. Scott Borthwick moved to have Bob sign the engagement letter and Bob Reagan seconded the motion and the motion passed with two votes in favor.

Personnel Policy Amendments

Samson reviewed the draft changes to the Personnel Policy with respect to premium cost sharing for employees hired after 2/1/2012 and the use of cell phones. Samson asked if the Board wanted to include the 35% premium sharing for family and spouse and also include the 50% premium sharing for spouses on another employer insurance plan. The consensus of the Board was to include both provisions. Scott Borthwick moved to approve the personnel policy changes and Bob Reagan seconded the motion and the motion passed with two votes in favor. (copy attached and made part hereof)

Motion at 8:15 PM to enter into executive session pursuant to RSA 91-A:3 II (c ) (d) & (e) by Scott Borthwick and second by Bob Reagan. Reagan and Borthwick voted in favor.

At 8:25 PM Selectman Borthwick made a motion to come out of non-public session. The motion was seconded by Selectman Reagan and voted 2-0 by roll call vote. At 8:28 PM Selectman Borthwick made a motion to seal the minutes of the non public session. The motion was seconded by Selectman Reagan and voted 2-0 by roll call vote.

At 8:30 PM Selectman Borthwick made a motion to adjourn. The motion was seconded by Scott Reagan and voted 2-0 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

**MEDICAL BENEFIT PLAN**

Eligible employees may participate in our medical insurance plan. After sixty days of continuous service, full-time employees may enroll in either a single, two-person, or family contract after meeting the eligibility criteria stated in our plan documents. Coverage begins on the first of the month following sixty days. Information and enrollment forms may be obtained from the Finance Office. To assist you with the cost of this insurance, the Town will pay 100% of the cost of the employee’s health insurance. Eligible Employees who are hired after February 1<sup>st</sup>, 2012 and who need a two person or a family plan will be expected to contribute 35% of the additional cost above a single person rate that is assessed for that insurance. Spouses of Eligible Employees who are hired after February 1<sup>st</sup>, 2012 and who are covered under or have the option of being covered under another employer’s health insurance plan and who wish to enroll under the Town plan will be expected to contribute 50%, rather than the 35% of the difference in cost to the Town between the one person and two person coverage if the spouse wishes to be insured on the Town policy. Additional coverage for family members of spouses required to contribute 50% would require an additional contribution of 35% of the additional cost assessed for family coverage beyond the two person coverage. The balance is to be paid by the employee through authorized payroll deduction.

Part-time employees whose normal workweek is less than 35 hours shall be entitled to participate in the Town's group policy, at the employee's expense. The employee shall authorize a deduction from their weekly pay to cover the monthly policy premium.

Please see the Finance Office for more details.

### **DENTAL PLAN**

Eligible employees may participate in our dental plan. After sixty days of continuous service, full-time employees may enroll in either a single, two-person, or family contract after meeting the eligibility criteria stated in our plan documents. Coverage begins on the first of the month following sixty days. The Town pays 100% of the cost of the dental plan. Eligible Employees who are hired after February 1<sup>st</sup>, 2012 and who need a two person or a family plan will be expected to contribute 35% of the additional cost above a single person rate that is assessed for that insurance. Spouses of Eligible Employees who are hired after February 1<sup>st</sup>, 2012 and who are covered under or have the option of being covered under another employer's health insurance plan and who wish to enroll under the Town plan will be expected to contribute 50%, rather than the 35% of the difference in cost to the Town between the one person and two person coverage if the spouse wishes to be insured on the Town policy. Additional coverage for family members of spouses required to contribute 50% would require an additional contribution of 35% of the additional cost assessed for family coverage beyond the two person coverage. The balance is to be paid by the employee through authorized payroll deduction.

Information and enrollment forms may be obtained from the Finance Office.

Part-time employees whose normal workweek is less than 35 hours shall be entitled to participate in the Town's group policy, at the employee's expense. The employee shall authorize a deduction from their weekly pay to cover the monthly policy premium.

Cell Phones: Employees shall not use cell phones while working on Town time (which shall exempt official breaks and lunch) except for cell phones assigned by the Town to the Employee or other cell phones specifically identified by the Town as phones to be monitored for official town business. But under no circumstances shall Employees operate a motor vehicle or other heavy equipment while using a cell phone. Vehicles equipped with "hands free" equipment are exempt. This rule may be waived in emergency situations where cell phone communications are essential to Town business.

Approved by the Board of Selectmen 2/14/2012