

SELECTBOARD MEETING

AGENDA

March 16, 2023

- I. OPEN MEETING- On a motion made by Michael Daley and seconded by Mark Bullard, the March 16, 2023, Selectboard meeting was opened at 6:03 PM—those present: Al Buckley, Mark Bullard, Michael Daley, and Zachary Brown. Members of the general public included: Diana Rancourt, Frankie Sawicki, Georgiana Carr, Terrie Herr, and Gregory Noyes.

- II. ELECTION OF CHAIRMAN & CLERK- Mike started the discussion on the election of chairman and clerk but asked the board who wanted the position. Both Mark and Al responded that they would like the position. Zach told the board that he had contacted VLCT earlier in the week to see their recommendation on having two board members wanting the title of chairman. Zach told the board that VLCT said that the issue is political and not legal. They suggested that one board member be elected chairman for a portion of the year, and then the other member could take over. Discussion on this matter was brief. Mike made a motion to elect Mark as the chairman of the Selectboard; Al seconded this motion. The motion carried unanimously in the affirmative. Zach told the board that they would now have to elect a clerk. Mark nominated Zach, but Zach told the board that the position had to be filled by a board member. Mark then motioned to make Al the clerk, and Mike seconded. The motion carried unanimously in the affirmative.

- III. APPROVAL OF MINUTES- February 20, 2023- Meeting minutes were distributed and reviewed prior to and at the meeting. A motion was made by Al and seconded by Mike to approve the February 20—2023 meeting minutes. The motion carried unanimously in the affirmative.

- IV. ADDITIONS/DELETIONS TO AGENDA – Zach told the board that he would like to add three agenda items. They are as follows: a request from Canaan Naturally Connected, Inc., an amendment to the Municipal Highway Grant for the Hall Stream Bridge project, and a social media policy for review. Mike asked where Zach would like the agenda items to be placed. Zach said CNC’s request could go under General Public Comment, and the other two could go under new business.

- V. GENERAL PUBLIC COMMENT – Members of Canaan Naturally Connected were in to tell the Selectboard about a few of their initiatives. Diana and Georgiana started by showing the Selectboard the Welcome Boxes CNC puts together for the new residents in Town. They told the Selectboard that the boxes and supplies would be stored at the Town Office again

and that Zach would distribute them. The board was impressed and thought the boxes were a good idea. Zach will prepare a list of the new homeowners in Town.

Terrie told the Selectboard that CNC wants to purchase St Paul's Episcopal Church in early May. Terrie asked the Selectboard to sign a letter in support of this purchase to be submitted with three Congressionally Directed Spending grants and any other grants they may apply for. Terrie read the attached letter. Terrie, along with the other members of CNC, told the Selectboard that the building would be renovated and become a welcome/gathering center for the community. They envision coffee hours, concerts, plays, and various other events to be held within the building. Mike thought the Carriage Lane Players might want to use the proposed stage at some point. Mark asked when the purchase would take place. Georgiana said that the Anglican Diocese would be hosting a deconsecrating event in late April, and then the purchase would happen shortly after. The board asked how much CNC was purchasing the building for. They reported \$35,000. No further discussion was held. Al motioned to sign the letter of support, which Mike seconded. The motion carried unanimously in the affirmative. All board members signed the letter.

VI. REPORT FROM HIGHWAY – No action. A report will be given at the next board meeting on March 20, 2023.

VII. REPORT FROM WASTEWATER TREATMENT PLANT –

- a. Hall Stream Rd Sewer Incident 01/30/2023- New board member, Mike, was filled in on what had happened on 01/30/2023. Mark presented the board with the findings that he and Haven Haynes, Jr. made during an inspection after the fact. The homeowner told them that she had been unsatisfied with the initial cleanup and had to go to the hospital because of it. The board discussed the issue at length and decided to wait until all bills were received before filing an insurance claim. Zach notified the board that a general liability loss notice had been sent to the insurance company. He also told the board that the deductible was \$1,500 and the bills that could be claimed were roughly \$2,000. The board was in agreeance to wait and see what the co-pay would be for the homeowner's medical visit. The board discussed how the incident was handled and thought there should be a policy outlining the steps employees need to take when an incident like this occurs. Zach said he would contact the clerk listserv to see if anyone else had one. No further action was taken.

VIII. SOLID WASTE – No action. A report will be given at the next board meeting on March 20, 2023.

IX. NEW BUSINESS –

1. 2023 Appointments - A list of all open appointments and those who have held them before was distributed at and before the meeting. Significant discussion was held on all

available appointments. Mike said that he would try and recruit some people for the vacant position. Zach told the board that Krista Rodrigue would like to be the health officer. All agreed it would be a good fit, and Al was all right with stepping down from the role. A list of all appointments will be made upon the Selectboard's final vote. No further action was taken.

2. Policies for Review- Zach distributed four policies recommended by either the Town's auditing firm, insurance provider, or himself.
 - a. Security Camera Policy- Zach informed the Selectboard that the library installed cameras earlier this summer and that the Rec Park was looking to install some this coming year. He also stated that he wishes to add security cameras to the Town Office. Zach said that VLCT recommended creating a surveillance policy that covered the entire Town and all Town owned land and buildings, including the library, which already has a policy in place. Zach told the board that the policy given to them was created by researching a variety of other towns. The Selectboard will review the policy.
 - b. Cash Receipts, Petty Cash, and Returned Check Policy- Zach told the board that this was a boilerplate policy that the auditing firm recommended the Town update. The Selectboard will review the policy.
 - c. Balanced Budget Policy- Zach told the board that this was just a boilerplate policy that the auditing firm recommended the Town update. The Selectboard will review the policy.
 - d. Social Media Policy- Zach told the board that he wished to create an official Facebook page for the Town of Canaan. He felt that a Facebook page would be a beneficial resource in addition to the current webpage and quarterly newsletter. He thought that Facebook was the newest way to disseminate information to the Town's people, and the Town would benefit from having one. The board agreed and asked a variety of questions surrounding the page. Mike told Zach that he would need to watch the comments carefully and remove any that were out of line. Zach assured the board that he would watch the page carefully. He also shared a suggestion he received from another town clerk. On the Facebook page, there will be a disclaimer stating that the forum is not a permanent record and, as such, does not fall under the statute regulating the preservation of permanent records. This will allow Zach to shut off and delete comments as necessary. The Selectboard will review the policy.
3. Municipal Highway Grant Amendment Application- Zach told the board that Eric Pope had created an amendment to the grant amount for the Hall Stream Bridge project. The added amount will now cover the 90/10 split. Ensuring the Town only pays for 10% of the project. This total will be approximately \$18,750. Al motioned that the board signs the amendment to receive the additional funds, and Mike seconded this motion. The motion was carried unanimously and was executed by Chairman Mark Bullard.

X. OLD BUSINESS – No action taken.

XI. OTHER BUSINESS – No action taken.

XII. EXECUTIVE SESSION – No action was taken.

XIII. SORT MAIL/SIGN WARRANT - No action was taken.

XIV. ADJOURN MEETING- Mike made a motion to adjourn the March 16, 2023, Selectboard meeting, which Mark seconded. The motion carried unanimously in the affirmative. Chairman Mark Bullard adjourned the meeting at 7:10 PM.