

# SELECTBOARD MEETING

## MINUTES

October 14, 2024

- I. OPEN MEETING—The October 14, 2024, Selectboard meeting came to order at 6:00 p.m. Those present included Alfred Buckley, Mark Bullard, Richard Thibeault, and Zachary Brown. No members of the public were present either via Zoom or in person. With the absence of Chairman Daley, Mark Bullard, immediate past chairman, governed the meeting.
- II. APPROVAL OF MINUTES – September 30, 2024, Meeting Minutes—The September 30, 2024, meeting minutes were distributed and reviewed by board members before and at the meeting. Mark made a motion to approve the September 30, 2024, meeting minutes as written, and Al seconded. Interim Chairman Bullard asked if there was further discussion; seeing none, he called for a vote. The motion passed unanimously in the affirmative.
- III. ADDITIONS/DELETIONS TO AGENDA—Zach made two additions to the agenda which were: the resignation of Renee Marchesseault and a request from Cheryl Cote. No further additions were made, and no deletions were made. All board members present were satisfied with the addition.
  - a. Resignation of Renee Marchesseault from the Office of Justice of the Peace – Zach handed Mark and Al a letter that was from Renee Marchesseault. He stated that she wished the resignation letter be read out loud. (Letter Attached) As a summary Renee was resigning due to concerns that were raised after watching the September 30<sup>th</sup> selectboard meeting recording. She felt that there were breaches of open meeting law and felt that the board was not creating a supportive environment for their other elected officials, many of whom cannot find people to fill the vacancies. The board discussed the issue. Zach stated that he did not want to weigh in on the matter when asked if the things that were said were true. He felt that he was too close to both parties. He did state that this would be a huge loss for the Town and a shame. No action was taken.
  - b. Request from Cheryl Cote – Cheryl has requested the help of the selectboard to deal with an individual who is building a sugar house on VT Route 102. He has not pulled a permit, and she does not feel comfortable talking with him alone. The board agreed to call the person into a meeting to discuss the need to have a permit. No action was taken.
- IV. GENERAL PUBLIC COMMENT – No public was in attendance to make comments.
- V. REPORT FROM HIGHWAY –
  - a. Repairs from Hurricane Beryl/FEMA Work — Richard gave a comprehensive update on the conditions and repairs to the Town roads. Richard said that all work was coming to an end. Zach stated that he is working with both FEMA and the State of Vermont to keep the process of reimbursement moving forward.
  - b. Sand Pile – Richard said the pile is done. He is waiting for a quiet day where he can cover the pile without the wind whipping. He said that Jason was able to help with the pile and they took turns working with the pile and doing odd jobs around the yard. During this time, they were able to add a wing mirror to the 2021 plow truck and were able to do oil changes in both the grader and backhoe.
  - c. Plowing – The board asked Richard when Jason would learn how to plow. Richard said he has been taking him on dry runs when he has a chance. During these runs he has shown him his route and also tips on where to push snow and how to turn around with all of the equipment. He said he is a fast learner and meticulous. Richard believes he will pick up on plowing quickly.

# SELECTBOARD MEETING

## MINUTES

October 14, 2024

### VI. REPORT FROM WASTEWATER TREATMENT PLANT –

- a. Joint Sewer Commissioners Meeting Recap – Zach was going to do a recap for Mike on the meeting. However, since Mike was not at the meeting, it was tabled until the next meeting.

### VII. SOLID WASTE –

- a. HHW Update – Zach has been in contact with two companies concerning the HHW items for pick up. He was hopeful that he would have quotes by the time of the meeting, but he did not have any by the time the meeting began.
- b. Illegal Dumping – Zach stated that he was visited by a Essex County Deputy last week to get information regarding the person illegally dumping. The deputy stated that the department would be issuing a ticket. A brief discussion was had on how the town could recoup the cost of the garbage he disposed of. Zach stated that this would be a civil matter and the sheriff's department would not be handling it. He stated it would need to be brought to court. Al thought this would be a good idea, to make an example out of the person. Zach and Mark both disagreed and stated that this would cost more money than it would be worth. No action was taken.
- c. CBR Trash Disposal – Zach stated that he had received the September MSW hauling statement from JK Lynch. He stated that it appeared that there was another trip made during the month of September, the week preceding the tournament. Zach noted that this was an additional charge of \$500. He asked the board if they would like to charge the club for the extra trip. The board discussed it and felt that they should decide this as a full board.
- d. Coos County Recycling Center Annual Meeting – October 18, 2024 at 10:00 A.M. – Zach reminded the board, but specifically Al about the upcoming meeting. He stated that he would like to make two comments on the documents he distributed from the Recycling Center. The first is that Superintendent Ben Champagne wishes to get rid of glass recycling. All Towns would be responsible for the disposal of their own glass, which he suggested be put in with the MSW. Zach noted that this would be against the guidance of the State of Vermont and the Town's SWIP plan. He stated that if this happened the Town would need to find alternative solutions. He also noted that the proposed yearly charge would be \$8,285.00 a decrease of \$8 from 2024. Al stated he would bring up these concerns. No further discussion was had.
- e. Stump Dump Idea – Zach stated that he has heard from many people that they are not in favor of the Wednesday stump dump day. They plan on the weekends to use the stump dump and when it is not open on Saturday, it becomes an issue. Zach suggested that the board would open on the Saturday as well, on the week where it is open on Wednesday. The board discussed it and thought it might not even be worth opening on Wednesday. Zach stated this would be good discussion come budgeting. No action was taken.

### VIII. NEW BUSINESS –

- a. Town Trick or Treating – October 31, 2024 – (Set Official Time) – Al made a motion to set the official time of trick or treating to be October 31, 2024 from 4:00 p.m. to 6:00 p.m. Mark seconded the motion. Interim Chairman Bullard asked if there was further discussion; seeing none, he called for a vote. The motion passed unanimously in the affirmative.

# SELECTBOARD MEETING

## MINUTES

October 14, 2024

- b. Delinquency Report/Tax Collection Update – Zach stated that he had turned over all unpaid taxes to Dencie Cunningham. The total amount was \$133,737.74. Mark asked if this was a lot. Zach said it was not and was pretty close to being the standard. He stated that as always the first month, the Town gets a lot of money back from these delinquent taxes, as people who have forgotten to pay or sent their payment late pay right off. After that things start to settle and get into the normal routine of monthly payments from tax payers. No further discussion was had.
- c. Personnel Policy Update – Employee Health Insurance – As discussed in a previous meeting during executive session, the board reviewed a drafted update to the personnel policy. The new health insurance stipulations in the policy will now read “Upon completion of ninety (90) days probationary period, a full-time Town of Canaan employee, working 32 hours or more a week, or qualified elected official will become eligible for group health coverage as then offered by the Town. **Effective October 14, 2024, any new hire or part-time employee promoted to full-time, who are eligible for health insurance benefits, will be responsible to pay 20% of their health insurance premiums. All full-time employees, currently receiving health insurance benefits, as of October 14, 2024 will receive full health insurance benefits. They will not be responsible to pay for any part of their health insurance premium.** These expenses will be deducted from their bi-weekly paycheck. If a non-qualifying employee or elected official would like to join the group health coverage offered by the Town, they may at their own expense. These individuals would be responsible for all expenses relating to their enrollment. Applications to enroll in this plan must be made through the Treasurer’s Office.” *(The bold section is what is being added.)*. Al made a motion to approve the drafted policy as written. Mark seconded the motion. Interim Chairman Bullard asked if there was further discussion; seeing none, he called for a vote. The motion passed unanimously in the affirmative. All board members present signed the policy into effect.
- d. ARPA Update – Zach went through an ARPA update with the board. The attached document was summarized. A brief discussion was had on the ARPA funds as a whole and the outstanding projects. Zach said for the money to not have to be sent back, either it needs to be spent or a contract needs to be in place. He asked the board to approve an allotment of no more than \$4,500 to purchase a plat/map scanner for the office. He went on to say how this would benefit all departments in the Town. Mark made a motion to approve Zach to spend not more than \$4,500 in the procurement of a plat/map scanner. Al seconded this motion. Interim Chairman Bullard asked if there was further discussion; seeing none, he called for a vote. The motion passed unanimously in the affirmative.
- e. Policy Review and Action (If needed) – Zach distributed the below policies to the board for review. He stated that the board had agreed to review policies as many of them were written before their time. The board will take any necessary action on the policies at the next meeting. Zach will distribute the remaining policies at the next meeting.
  - i. Canaan Highway Access Policy (Ad. 09/26/17) – No action or discussion.
  - ii. Canaan, FDI, & FD2 Joint Investment Banking Policy (Ad. 11/30/22) – No action or discussion.
  - iii. Canaan Town Purchasing Policy (Rev. 11/28/22) – No action or discussion.
  - iv. Canaan Records Management Policy (Ad. 03/13/17) – No action or discussion.

# SELECTBOARD MEETING

## MINUTES

October 14, 2024

- f. Town Officer Appointments 2024 – No new appointments were made. Zach stated that the following positions were still available: zoning/planning commission (three-two-year positions.)
- g. Lister Vacancy – No action was taken, as no applications have been received so far.

### IX. OLD BUSINESS –

- a. Policy Review and Action (If needed) –
  - i. Canaan, FD1, & FD2 Joint Accounting Policy (Rev. 11/30/22) – No action taken.
  - ii. Canaan, FD1, & FD2 Joint Conflict of Interest Policy (Ad. 11/30/22) – No action taken.
  - iii. Canaan Town Office Fragrance Free Policy (Ad. 07/13/20) – Brief discussion and tabled until the next meeting.
  - iv. Canaan Class 4 Highway Policy (Ad. 06/03/19) – No action taken.
- b. Tree Maintenance and Removal Grant - \$5000 - \$20,000 – Al and Diana have begun work on this grant. Al is getting in contact with Vern Crawford, the Town's tree warden to get him involved.
- c. Solar Array VT Route 102 – Norwich Solar – October 28, 2024, Meeting – Informational only. Limited discussion and no action was taken.

X. EXECUTIVE SESSION – Personnel – Mark made a motion to enter an executive session at 6:08 P.M. Al seconded the motion Interim Chairman Bullard asked if there was further discussion; seeing none, he called for a vote. The motion passed unanimously in the affirmative. The board entered the executive session at 6:08 P.M. Zach was invited to stay, and the recording was paused. Al made a motion to exit the executive session at 6:14 P.M. Mark seconded the motion. Interim Chairman Bullard asked if there was further discussion; seeing none, he called for a vote. The motion passed unanimously in the affirmative. The board exited the executive session at 6:14 P.M. No action was taken.

XI. SORT MAIL/SIGN WARRANT—The board signed and executed Warrant 21-24 for \$1,816,536.70,

XII. ADJOURN MEETING—Al motioned for the meeting to be adjourned, and Mark seconded. Interim Chairman Bullard asked if there was further discussion; seeing none, he called for a vote. The motion passed unanimously in the affirmative. Interim Chairman Bullard adjourned the October 14, 2024, meeting at 6:58 P.M.

October 13, 2024

Selectboard Board Members

I am writing to formally resign from my position as Justice of the Peace, effective immediately.

I have thoroughly enjoyed serving in this role for nearly ten years and have taken great pride in my contributions to our community. However, after watching the recording of the selectboard meeting held on September 30th, I feel compelled to step down. The discussion regarding the recently held BCA meeting raised significant concerns for me, particularly the continuation of discussions after the hearing had adjourned, which appears to breach open meeting rules.

Moreover, the comments made regarding the work of the listers were not only disheartening but bordered on defamatory. As we face challenges in filling vacancies within town positions, it is essential that we foster a supportive environment. Addressing concerns directly with the individuals involved, rather than discussing them unwarned in an open meeting, would be in the best interest of our community and the integrity of the board.

I urge the selectboard to review recorded meetings and collaborate with the Vermont League of Cities and Towns to ensure that discussions are conducted respectfully and transparently.

Thank you for the opportunity to serve. I wish you all the best in your future endeavors.

Respectfully,



Renee Marchesseault

ARPA Fund Balance  
As of 10/14/24

**ARPA Awarded Amounts**

APRA 08/09/2021	\$ 48,208.71
ARPA 09/03/2021	\$ 90,355.75
ARPA 08/25/2022	\$ 48,208.71
ARPA 10/18/2022	\$ 90,355.74
APRA 12/27/2022	\$ 64.91
Total ARPA Awards	<u>\$ 277,193.82</u>
<b>ARPA Account Interest</b>	<u>\$ 4,994.85</u>
<b>Total ARPA Revenues</b>	<u><u>\$ 282,188.67</u></u>

**Monies and Projects Completed**

Fire District 2 Generator Project	\$ (14,376.42)
Town Office Generator Project	\$ (8,254.00)
Fire District 1 Waterline Replacement Project	\$ (49,396.42)
Class IV Highway Repairs	\$ (15,000.00)
Fire District 1 Fire Hydrant Replacement	\$ (5,620.28)
Hybrid Meeting Equipment	\$ (1,405.88)
FD 2 Meter Install	\$ (75,313.99)
AWL Carriage House Engineering (Unfinished)	\$ (15,000.00)
Town Office Parking Lot Restriping	\$ (630.00)
Canaan Hill Ditching Project	\$ (5,000.00)
Local Match for Hazard Plan	\$ (1,258.81)
Town Office Laptop	\$ (1,700.39)
Sewer Department Laptop	\$ (1,700.39)
Rec Park Splash Pad	\$ (13,960.63)
Speed Limit Signs	\$ (9,570.00)
<b>Total Completed Projects</b>	<u><u>\$ (218,187.21)</u></u>

**Encumbered Monies and Projects**

Rec Park Pickle Ball & Shuffle Board	\$ (5,850.00)
Sewer, FDI, and FD2 Inventory	\$ (9,686.01)
Town Garage Roof Repair	\$ (10,000.00)
South Canaan Cemetery Fence Replacement	\$ (10,000.00)
Speed Limit Signs	\$ (430.00)
School Generator Repair	\$ (5,000.00)
<b>Total Encumbered Monies and Projects</b>	<u><u>\$ (40,966.01)</u></u>

**Encumbered but not formally Approved (Estimates)**

	\$ -
<b>Total Encumbered but not Voted on Monies and Projects</b>	<u><u>\$ -</u></u>

**Total Encumbered and Spent Monies**

\$ (259,153.22) \$ 23,035.45

**Project Ideas not Encumbered or Approved**

Town Office Repairs (Floor + Light Timers)	\$ (5,000.00)	Off the Top Estimate (No Formal Estimates)
Remainder of Rec Park Money	\$ (5,189.37)	
Plat/Map Scanner	\$ (4,500.00)	
<b>Total Proposed Monies and Projects</b>	<u><u>\$ (14,689.37)</u></u>	

**Total ARPA Expenses (Spent, Encumbered, and Proposed)**

\$ (273,842.59)

Total ARPA Revenues	\$ 282,188.67
Total ARPA Expenses	\$ (273,842.59)
<b>Fund Balance</b>	<u><u>\$ 8,346.08</u></u>