

SELECTBOARD MEETING

MINUTES

November 12, 2024

- I. OPEN MEETING— Chairman Daley called the November 12, 2024, Selectboard meeting to order at 6:00 p.m. Those present included Michael Daley, Alfred Buckley, Mark Bullard, Richard Thibeault, April Busfield and Zachary Brown. Joseph Daley Jr., Dennis Fuller, Nancy Petro, Georgiana Carr, Shellie Bresnahan and Cindy Smythe joined in person, and Isaac Wagner and Peder Rude joined via Zoom.
- II. APPROVAL OF MINUTES – October 28, 2024 meeting minutes were distributed and reviewed by board members before and at the meeting. Mark made a motion to approve the October 28, 2024 meeting minutes as written, and Al seconded. Chairman Daley 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 one addition to the agenda which was the MERP Grant agreement. All board members were fine with the addition. No further additions nor deletions were made.
 - a. MERP Grant Agreement – The town was awarded \$307,508.67 from the MERP Energy Resilience Grant from the Vermont Department of Buildings and General Services. This money will be split between the Town Office and the Alice M. Memorial Ward Library. The board reviewed the grant agreement. Mark made a motion to approve the agreement as written, and Al seconded. Chairman Daley asked if there was further discussion; seeing none, he called for a vote. The motion passed unanimously in the affirmative. Chairman Daley signed and executed the agreement.
- IV. GENERAL PUBLIC COMMENT –
 - a. Joseph Daley Jr. – Joe was in to discuss an issue he had on Todd Hill Road, that would interfere with his plowing. Joe stated that there is a ditch where the stones are too high. Joe feels that if more gravel isn't placed here, he will have several issues in the winter. Joe also does not wish to pick up the stones that may be discarded onto the abutting property owner's lawn, that get put there after plowing. Before Joe arrived, Richard had apprised the board of these issues, and the board made the following motion. Mark made a motion that the Town of Canaan, specifically the Canaan Highway Department clean up, rake, and remove any stones that may be discarded onto private property. And to relieve Joe of any liability resulting directly from these stones being plowed up onto these lawns. Al seconded the motion. Chairman Daley asked if there was further discussion; seeing none, he called for a vote. The motion passed unanimously in the affirmative. No further action taken.
 - b. Alice Ward Library Presentation – Peder Rude and Isacc Wagner the two consultants for the library's major renovation project were in, along with three trustees and the director, to present the project to the board. An extensive presentation was given, and the board had their first opportunity to review the proposed plans for the Carriage House renovation. An extensive question and answer period was held immediately after.
 - c. Dennis Fuller – Dennis was in to air his grievances with the new project and discuss the pioneer trail and the changes that have been made to it. Dennis stated that he wished for the board to help him find storage for the items in the Carriage House of the Library, that would be displaced in the renovation. Mike and Zach said they would attend the next

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Historical Society meeting to discuss these issues further. Zach also stated he would look at the old selectboard minutes to see if any formal action was ever taken by the board regarding their involvement with the Historical Society and the Alice Ward Library. Dennis' second request was for the board's approval to move the metal cut out for the pioneer trail to Fletcher Park, where it will be B.M.E. Holmes. The board was fine with this change.

V. REPORT FROM HIGHWAY –

- a. Repairs from Hurricane Beryl/FEMA Work- Zach, April, and Richard have been hard at work managing the FEMA paperwork to get the most money for the town as possible. Zach, April and Richard gave a brief overview of the FEMA work thus far and where the town stood.
- b. 628 Jackson's Lodge Road Concerns – The property owner at 628 Jackson's Lodge Road brought gravel in to repair a section of Jackson's Lodge Road next to his house. When the work was completed, the road was overly crowned, and Richard stated that most of the gravel would be pushed off to the side of the road when plowing. Both Mike and Richard went to speak with the property owner, who was happy to get some help from the Town. Time and weather permitting, Richard will try and go up with the backhoe or grader to smooth out the road. If not the Town and property owner are ok with gravel being distributed elsewhere when Richard plows the road.
- c. Better Back Roads Grant FY 26 – Richard has been working with VTrans to pick a location for the grant and he and April will apply soon. The location he has in mind is to replace several culverts on River Road.
- d. Town Garage Lighting – Richard asked if he was still ok to purchase and install lighting for the Town Garage, which was appropriated in this year's budget. He was questioning whether he should go ahead and since his budget has been blown due to the flooding. The board was fine with him going ahead with this as it is a necessary upgrade, and they are hopeful for reimbursement from FEMA for the damages.

VI. REPORT FROM WASTEWATER TREATMENT PLANT – No action or discussion.

VII. SOLID WASTE – A brief update was given on the HHW pick up and an extensive discussion was had regarding the metal's container. No action was taken.

VIII. NEW BUSINESS –

- a. Essex County Sheriff's Office Report Quarter 3 2024 – The board reviewed the report that was sent from the Sheriff's Office. A brief discussion was had on what the Town's expectations should be and whether or not contracting with the department was working. A brief discussion was had on whether or not the Town should reinvest in a police department. No action was taken. The board, however, would like to have a lengthy discussion with Sheriff Colby before the 2025 contract is signed.
- b. ARPA Update – Zach went through an ARPA update with the board. (See attached)
 - i. Town Office Flooring / Outdoor Lighting – Zach stated that Rodney Smith came and looked at the timers and would be ordering new ones that he would be installing soon. He also stated that Colebrook Carpet Center came in to do measurements to lay LVT flooring in the town office to replace the tile flooring. He was hopeful to get a quote for the meeting but has not received anything yet. Mike gave him another company and Zach will call them this week.

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- ii. Canaan Schools Generator Repairs – Zach distributed an estimate to repair the CMHS generator. The total of the estimate was \$5,781.57. Mark made a motion to approve it. Al seconded the motion. Chairman Daley asked if there was further discussion; seeing none, he called for a vote. The motion passed unanimously in the affirmative. Chairman Daley signed the estimate. Zach will get this over to Brookfield Service.
- iii. Plat Scanner – Zach said he went ahead and ordered this and is looking forward to receiving it. He has already heard compliments from researchers about the new addition. The company is throwing in the paper and ink for a low cost.
- iv. Rec Park Pickle Ball and Shuffleboard Courts – The Rec Park committee has gotten contracts for this work.
- v. Remaining Rec Park Money – Zach stated that the money the board had left to spend was \$4,502.36. Mark made a motion to approve the purchase of an additional speed radar sign. Al seconded the motion. Chairman Daley asked if there was further discussion; seeing none, he called for a vote. The motion passed unanimously in the affirmative. This will leave approximately \$1,200. The board agreed to have new flooring placed in the Treatment Plant office.
- vi. South Canaan Cemetery Fence – Al to get a contract for this work or a materials deposit invoice.
- vii. Town Garage Roof Repair – Zach said that Chris Mailloux had been in to say that the metal was in for the roof and he would be replacing the roof at some point this year. Zach has mailed Chris a deposit for half of the original proposal.
- c. Letter from the Canaan School Board (See attached) – The town received a letter from the Canaan School Board requesting a meeting to create a formal agreement surrounding the mowing and maintenance of the rec park fields. The board had a lengthy discussion on this request. The school board would like to only pay half of the mowing for the time when the school uses the fields. The board does not feel this is possible. The selectboard did state they would be willing to include them in the bidding process next year. No action was taken. Zach is to invite the school board to the next selectboard meeting.
- d. 2025 Budgeting – Zach distributed the budget status reports for all of the departments. No action taken, review only.
- e. 2025 Town Plan Update – Zach and Mike gave a brief update on the Town plan revisions. Zach has requested the board attend the December 11th hearing for the planning commission.
- f. Dispatch Meeting November 14, 2024 at 5:30 P.M. – Coos County Admin Offices – Zach reminded the board of the upcoming meeting and on behalf of Becky Robinson requested that they all attend that meeting.
- g. General Election – November 5, 2024 – Information only.
- h. 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.)
- i. Lister Vacancy – No action was taken, as no applications have been received so far.

IX. OLD BUSINESS –

- a. Tree Removal or Maintenance Grant – No discussion nor action.

X. EXECUTIVE SESSION –

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- a. Wastewater Personnel – Mark made a motion to enter an executive session at 7:51 P.M. Al seconded the motion. Chairman Daley 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 7:46 P.M. Zach and April were invited to stay, and the recording was paused. Al made a motion to exit the executive session at 8:13 P.M. Mark seconded the motion. Chairman Daley 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 8:13 P.M. No action was taken.
 - b. 2025 Wages and 2024 Bonuses and Stipends – Mark made a motion to enter an executive session at 8:30 P.M. Al seconded the motion. Chairman Daley 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 8:30 P.M. Zach was invited to stay, and the recording was paused. Al made a motion to exit the executive session at 8:32 P.M. Mark seconded the motion. Chairman Daley 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 8:32 P.M. Outside of executive session they approved the attached list of stipends and bonuses for FY 2024. No action was taken on the subject of 2025 wages.
- XI. SORT MAIL/SIGN WARRANT—The board signed and executed Warrant 23-24 for \$64,476.55.
- XII. ADJOURN MEETING—Al motioned for the meeting to be adjourned, and Mark seconded. Chairman Daley asked if there was further discussion; seeing none, he called for a vote. The motion passed unanimously in the affirmative. Chairman Daley adjourned the November 12, 2024, meeting at 8:33 P.M.

ARPA Fund Balance
As of 11/14/24

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	\$ 277,193.82
ARPA Account Interest	\$ 4,994.85
Total ARPA Revenues	\$ 282,188.67

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	\$ (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)
Sewer, FD1, and FD2 Inventory	\$ (9,133.07)
Town Garage Roof Repair (Unfinished)	\$ (4,914.00)
Total Completed Projects	\$ (232,234.28)

Encumbered Monies and Projects

Rec Park Pickle Ball & Shuffle Board	\$ (5,850.00)
Town Garage Roof Repair (Remainder)	\$ (5,086.00)
South Canaan Cemetery Fence Replacement	\$ (10,000.00)
School Generator Repair	\$ (5,781.57)
Plat/Map Scanner	\$ (4,367.23)

Speed Limit Signs	\$ (3,190.00)
Total Encumbered Monies and Projects	<u>\$ (34,274.80)</u>
Encumbered but not formally Approved (Estimates)	
Town Office Repairs (Floor + Light Timers)	\$ (5,000.00)
Total Encumbered but not Voted on Monies and Projects	<u>\$ (5,000.00)</u>
Total Encumbered and Spent Monies	<u>\$ (271,509.08)</u>
Project Ideas not Encumbered or Approved	
Remainder of Rec Park Money	\$ (1,312.36)
Total Proposed Monies and Projects	<u>\$ (10,679.59)</u>
Total ARPA Expenses (Spent, Encumbered, and Proposed)	<u>\$ (282,188.67)</u>
Total ARPA Revenues	\$ 282,188.67
Total ARPA Expenses	\$ (282,188.67)
Fund Balance	<u>\$ -</u>

October 30, 2024

Canaan Select Board Members

PO BOX 159

Canaan, VT 05903

Selectboard Members,

I hope this letter finds you well. I am writing to address an important issue regarding the mowing of the recreational park, particularly in relation to the financial contributions made by our school district.

Historically, our school board has paid half of the total mowing costs for the months of May through October. However, we have not participated in the bidding process for this service and have consistently paid the full bill, despite the fact that our use of the recreational park fields is primarily limited to the varsity soccer season from August through October.

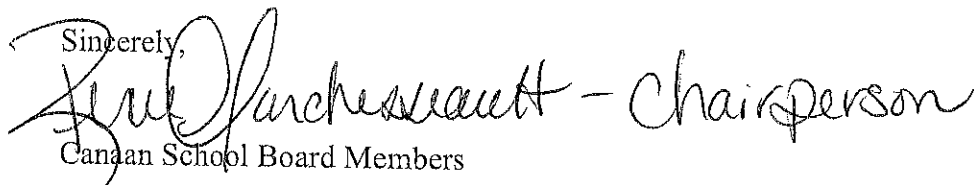
During the selectboard meeting on September 16th, Mr. Buckley emphasized the importance of recognizing school expenditures clearly, especially concerning snow plowing for school grounds. We believe that the same principle applies to the mowing costs. Our inability to engage in the bidding process or to receive timely updates on awarded contracts has hindered our ability to budget effectively.

This year, we noticed that the mowing contract has increased by \$800 per month, leading to an additional cost of \$2,400 compared to last year. This significant rise in expense underscores the necessity for a more transparent and cooperative approach.

To ensure fairness and clarity moving forward, we would like to propose a formal agreement between the town and the school district for the FY 2026 budget (July 2025- June 2026). This agreement would reflect our shared responsibility for half of the mowing costs for the three months during which our teams utilize the fields.

We appreciate your attention to this matter and look forward to your support in establishing a more collaborative relationship regarding these expenditures. Please feel free to reach out to discuss this proposal further.

Thank you for your consideration.

Sincerely,
 - Chairperson
Canaan School Board Members

2024

Bonuses and Stipends

	Amount	Description	Account Number
CHRISTMAS BONUS			
Jason Busfield	\$100.00	christmas bonus	01-011-1300
Kaylan Gray	\$100.00	christmas bonus	02-021-1000
Joyce Gorman	\$100.00	christmas bonus	00-001-2006
April Busfield	\$200.00	christmas bonus	02-021-1000
Marc Dion	\$100.00	christmas bonus	00-001-5000
Richard Thibeault	\$200.00	christmas bonus	01-011-1300
Zachary Brown	\$300.00	christmas bonus	00-001-1001
JUSTICE OF THE PEACE			
	Amount	Description	Account Number
Renee Marchesseault	\$100.00	jp stipend	00-001-1325
Judith Masson	\$100.00	jp stipend	00-001-1325
Fern Owen Brown	\$100.00	jp stipend	00-001-1325
Frank Sawicki	\$100.00	jp stipend	00-001-1325
Catherine Sawicki	\$100.00	jp stipend	00-001-1325
SEWER COMMISSION			
	Amount	Description	Account Number
Mark Bullard	\$275.00	sewer stipend	02-021-1014
Alfred Buckley	\$275.00	sewer stipend	02-021-1014
Michael Daley	\$275.00	sewer stipend	02-021-1014
Zachary Brown	\$100.00	sewer stipend	02-021-1014
TRANSFER STATION			
	Amount	Description	Account Number
Mark Bullard	\$100.00	transfer stipend	00-001-5015
Alfred Buckley	\$100.00	transfer stipend	00-001-5015
Michael Daley	\$100.00	transfer stipend	00-001-5015
ZONING BOARD			
	Amount	Description	Account Number
Cheryl Cote (Zoning Admin)	\$500.00	zoning stipend	00-001-1313
Gail Fisher	\$250.00	zoning stipend	00-001-1313
Julie Giroux	\$250.00	zoning stipend	00-001-1313
Margaret Knapp	\$250.00	zoning stipend	00-001-1313
Larry Pryor	\$250.00	zoning stipend	00-001-1313
CEMETERY STIPENDS			
	Amount	Description	Account Number
Dennis Fuller	\$350.00	cemetery stipend	00-001-1900
Walter Noyes	\$350.00	cemetery stipend	00-001-1900
Alfred Buckley	\$350.00	cemetery stipend	00-001-1900
SELECTBOARD			
	Amount	Description	Account Number
Alfred Buckley	\$2,000.00	Selectboard stipend	00-001-1000
Michael Daley	\$2,000.00	Selectboard stipend	00-001-1000
Mark Bullard	\$2,000.00	Selectboard stipend	00-001-1000
ON CALL STIPEND - Effective Jan 1, 2022			
April Busfield	\$ 1,362.36	\$2724.71/2	
Richard Thibeault	\$ 1,016.00	40 HRS * \$25.40	
Kaylan Gray	\$ 263.01	24 HRS * \$20.00	Prorated 200/365
Jason Busfield	\$ 387.95	24 HRS * \$25.00	Prorated 236/365
HEALTH INS REIMB			
Zachary Brown	\$ 657.00	See Attached Sheet	

11/07/24
03:53 pm

Town of Canaan Payroll
Employee Deduction Report nlabrecque.CANAANSCHOOLS
Detail by Employee for Ending dates: 01/01/24 - 11/07/24

Employee	Deduction	Period	Amount
BROWN Z BROWN, ZACHARY W.	Health Ins	01/04/24	32.85
	Health Ins	01/18/24	32.85
	Health Ins	02/02/24	32.85
	Health Ins	02/16/24	32.85
	Health Ins	03/01/24	32.85
	Health Ins	03/15/24	32.85
	Health Ins	03/29/24	32.85
	Health Ins	04/12/24	32.85
	Health Ins	05/10/24	32.85
	Health Ins	05/24/24	32.85
	Health Ins	06/06/24	32.85
	Health Ins	06/20/24	32.85
	Health Ins	07/04/24	32.85
	Health Ins	07/18/24	32.85
	Health Ins	08/02/24	32.85
	Health Ins	08/16/24	32.85
	Health Ins	08/30/24	32.85
	Health Ins	09/12/24	32.85
	Health Ins	09/26/24	32.85
	Health Ins	10/10/24	32.85

Total for BROWN, ZACHARY W.			657.00
			=====
Report Total			657.00