SELECTBOARD SPECIAL MEETING
MINUTES
October 29, 2026

I. OPEN MEETING – Chairman Begin called the October 29, 2026, special meeting to order at 6:15 P.M. Those present included Dillon Begin, Alfred Buckley, Alan Leigh, and Zachary Brown. No other members of the public were present, either in person or on Zoom.

II. ADDITIONS/DELETIONS TO AGENDA – No additions or deletions were made to the agenda.

III. GENERAL PUBLIC COMMENT – No public comments were offered.

IV. REPORT FROM HIGHWAY –

a. Grading and Hudson Road Updates – Zach reported that grading work had been completed. He explained that Melody Houle had contacted the Town and offered to contribute $1,000 toward gravel improvements on Hudson Road. The Town contributed an additional $1,000 from available highway funds, with the total gravel expense amounting to approximately $2,009. The additional gravel allowed the road to be graded and improved. Zach noted that, following a review of the road with April and others involved in the work, it was determined that the roadside ditches needed to be cleaned out to prevent the newly placed gravel from washing away. Members discussed completing the ditching work before winter, depending on the availability of highway personnel. Zach indicated that the Town would continue working toward completing the necessary improvements.

b. Magnetic Heaters for Highway and Transfer Station Equipment – The board discussed the potential use of magnetic heaters to improve the operation of highway and solid waste equipment during extremely cold weather. April had researched heaters that could be attached to the hydraulic tanks of the Town's trucks to warm the hydraulic fluid before equipment was placed into service. Members discussed using timers to activate the heaters several hours before operations began, reducing strain on equipment during cold starts. The possibility of using similar heaters on the hydraulic systems of the Transfer Station compactor and baler was also considered, as both had experienced difficulty operating during cold weather. Members additionally discussed using a magnetic heater beneath the grader's oil pan to improve cold-weather starting and operation. The board agreed to obtain and try the heaters to determine their effectiveness.

V. EXECUTIVE SESSION –

a. Personnel Updates and Issues – 1 V.S.A. § 313(a)(3) – Alan made a motion to enter executive session to discuss personnel updates and issues under 1 V.S.A. § 313(a)(3), and Al seconded. Chairman Begin asked if there was further discussion; seeing none, he called for a vote. The motion passed unanimously in the affirmative. The board entered executive session at 6:20 P.M. Alan made a motion to exit executive session at 6:45 P.M., and Al seconded. Chairman Begin asked if there was further discussion; seeing none, he called for a vote. The motion passed unanimously in the affirmative. No action was taken in executive session. Upon returning to open session, the board discussed the recently completed application and interview process for highway personnel. Alan made a motion to hire David Shallow for the part-time Road Agent position at $30 per hour without benefits and Kevin Bennett for the full-time Head Road Agent position at $30 per hour with benefits, and Al seconded. Members discussed notifying the applicants of the decisions as soon as possible, with Dillon agreeing to contact them. Chairman Begin asked if there was further discussion; seeing none, he called for a vote. The motion passed unanimously in the affirmative. The board then considered a Compensation and Benefits Agreement proposed for Zachary Brown, Town Clerk and Treasurer. Alan expressed appreciation for Zach's work and service to the Town and spoke in support of the agreement, noting that the complete agreement would be made available online for public review. Alan made a motion to accept the Compensation and Benefits Agreement as presented. Al state that he would not second such a motion, and Dillon seconded. Chairman Begin asked if there was further discussion; seeing none, he called for a vote. The motion passed by a vote of 2–1, with Al voting in opposition, stating, "It's too much for us to bite off."

VI. SORT MAIL/SIGN WARRANT – There was no mail or warrants to review.

VII. ADJOURN MEETING – Alan made a motion to adjourn, and Al seconded. Chairman Begin asked if there was further discussion; seeing none, he called for a vote. The motion passed unanimously in the affirmative. The meeting adjourned at 6:48 P.M.

TOWN OF CANAAN
Office of the Selectboard
Po Box 159
318 Christian Hill
Canaan, VT 05903

Compensation and Benefits Agreement

Between the Town of Canaan, Vermont, acting through its Selectboard, and Zachary Brown, elected Town Clerk and Town Treasurer

This Agreement records the compensation and benefits established for the combined elected offices of Town Clerk and Town Treasurer, and recognizes the administrative services performed for other municipal departments. It is intended for approval and incorporation into the Town's official records.

1. Annual compensation

The Selectboard establishes annual gross compensation of $90,000 for service in the combined offices of Town Clerk and Town Treasurer. This is the total annual rate, not a separate amount for each office. The Town shall administer this compensation through its regular biweekly payroll, subject to required deductions and applicable law.

The $90,000 annual rate shall apply for the balance of calendar year 2026 beginning with the payroll period identified below, and for calendar year 2027. In 2027, assuming 26 regular biweekly pay periods, the gross installment is approximately $3,461.54 per period, with normal payroll rounding. The annual rate remains in effect thereafter unless changed by lawful municipal action.

2. Effective payroll period

The revised compensation rate shall first apply on Tuesday, November 10, 2026, the beginning of the next full regularly scheduled two-week payroll period. The rate shall not be split between old and new compensation within a payroll period, and the Agreement does not change compensation for periods ending before November 10, 2026.

3. Paid vacation and existing benefits

Effective January 1, 2027, the Town shall provide three weeks (15 days equivalent) of paid vacation for each calendar year, available at the beginning of the calendar year without a waiting or probationary period. The 2027 allotment and subsequent annual allotments shall not be prorated or conditioned on hourly accrual. Time taken as paid vacation shall not reduce the established annual salary. This provision does not create an additional vacation allotment for the balance of calendar year 2026.

Vacation will be coordinated in advance to provide reasonable coverage of statutory deadlines and public services, including use of authorized assistants when appropriate. Any previously accumulated and available paid leave or existing benefits shall not be reduced solely as a result of this Agreement. Participation in VMERS and any other existing benefit programs remains subject to applicable plan rules and municipal policy.

4. Departmental allocation of compensation

The parties acknowledge that the Clerk and Treasurer performs substantial financial, administrative, and operational services for the Town Clerk/Treasurer's Office, Highway Department, Sewer Department, and Transfer Station. The Town shall distribute the cost of the $90,000 salary among the applicable departmental budgets using reasonable, documented allocations reflecting services and responsibilities provided.

Specific departmental amounts shall be established and reviewed through the municipal budget and accounting process, consistent with any applicable funding or accounting restrictions. These allocations are accounting classifications only; they shall not change the total annual salary or create separate compensation arrangements.

5. Elected-office status and municipal authorization

This Agreement concerns compensation and benefits of elected municipal offices. It does not alter the statutory status, authority, responsibilities, or governing legal procedures associated with the offices of Town Clerk or Town Treasurer. No office schedule or administrative staffing arrangement is established by this Agreement; those matters may be addressed separately in the Town's administrative improvement plan.

The parties acknowledge the Town's prior voter authorization for the Selectboard to determine compensation for the offices of Town Clerk and Town Treasurer. The Selectboard's approval under this Agreement is subject to applicable law and duly authorized municipal funding. This Agreement shall be entered into the Selectboard's official record following its approval.

Approval and acknowledgment

Approved by the Town of Canaan Selectboard at a duly warned meeting on October 29, 2026.

Canaan Selectboard –

Dillon Begin, Selectboard Chair
Date: 10-29-2026

Alfred Buckley, Selectboard Member
Date: 10-29-26

Alan Leigh, Selectboard Member
Date: 10-29-2026

Acknowledgement and Acceptance –

Zachary William Brown, Town Clerk/Treasurer
Date: 10/29/2026