

Town of Canterbury  
Selectmen's Meeting  
May 15, 2023

Selectmen Present: Cheryl Gordon  
Kent Ruesswick  
Scott Doherty

Town Administrator: Ken Folsom

The meeting was called to order at 5:00 PM.

**Administration**

The Selectmen signed: Zoning Verification Form for Daycare on Oxbow Pond Road  
Data Retention Policy  
Sam Lake Garage Storage Agreement  
Class VI Road Waiver Agreement – Asby/Range Road  
Certificate of Appreciation  
Yield Tax Warrant

Kent made a motion to sign the 2023 Property Tax Warrant in the amount of \$3,824,552. Scott seconded the motion. All in favor by roll call, motion carried.

Kent made a motion to sign Accounts Payable Manifest in the amount of \$109,561.05. Scott seconded the motion. All in favor by roll call, motion carried.

Kent made a motion to sign the Payroll Manifest in the amount of \$43,055.44. Scott seconded the motion. All in favor by roll call, motion carried.

**Minutes**

The Board reviewed the minutes of the May 1, 2023, meeting. Scott made a motion to approve the minutes as written. Kent seconded the motion. All in favor by roll call, motion carried.

**Appointments**

**Town Clerk/Tax Collector Sam Papps**

Sam distributed the unpaid receivables report for property taxes. Sam has sent out 4 lien notices and will be preparing the deeding notices the end of June. Sam discussed with the Selectmen one of the parcels that is on the deeding list. He has found that there are 4 additional agencies that have placed a lien on the property.

The Board thanked Sam for attending.

### Fire Chief Mike Gamache

Chief Gamache distributed the monthly statistics of the department. The department has completed an inspection of a daycare on Oxbow Pond Road. They coordinated a fire drill with the elementary school. They are working on a plan with Consolidated Communications for emergency access to their building on Baptist Road.

Chief Gamache reported that the Pancake Breakfast went well and thanked Lt. Hauptman for coordinating this event. They were able to raise approximately \$1,000 for the CVFD firefighter's association.

Chief Gamache explained he will be meeting with two vendors (E-One & Rosenbauer) for the purchase of a fire truck. The Selectmen authorized Chief Gamache to enter into a contract with whichever vendor is chosen.

The Board thanked Chief Gamache for attending.

### Library Director Rachel Baker

Rachel presented an outline of the Memorial Day Events. She reminded the Board that they are invited to the Library Trustees meeting on May 22<sup>nd</sup> at 6:30.

The Board thanked Rachel for attending.

### Road Agent John O'Connor

John updated the Board on the vehicle maintenance and the projected costs to repair. John mentioned that while performing the annual Class VI Road inspections, Welch Road had had a culvert replaced and material was added to the road. During the inspection of Welch Road, a tiny house was discovered. Ken will ask the Code Enforcement Officer to visit the site.

The Transfer Station employees are working on Tuesdays baling cardboard. They are still having to pick out mixed paper out of the cardboard bin slowing down the progress.

The Treasure house has been cleaned out and ready to re-open. The old trailer at the Transfer Station is being disassembled and removed with scrap metal.

John reported that some of the rocks have been removed from the parking area at Riverland as requested by the Conservation Commission.

The Board thanked John for attending.

### TD Bank Sr. Government Banker Keith Pike, Treasurer Al Edelstein & Mary Hauptman

Keith explained the current cash management program that is used by the Town of Canterbury. A general discussion was held on the various investment programs that could possibly be beneficial to the Town.

Keith explained how a CD ladder works and the possibility of placing funds in a CD such as one of the school payments or the county payment that could be invested and have it mature when the payment is due.

Keith will put together some options for the Town and forward them to Ken and Mary.

The Board thanked Keith, Al, and Mary for attending.

#### Planning Board Chair Greg Meeh and CNHRPC Rep. Mike Tardiff

Greg and Mike attended the meeting to discuss the proposed plans to update both the site plan and subdivision regulations through the InvestNH Housing Opportunity Planning (HOP) Grant Application.

Task 1 – Mixed Use District Development	\$3,600.00
Task 2 – Cluster Development Update	\$3,600.00
Task 3 – Review/Update Workforce Housing Ord.	\$3,600.00
Task 4 – Subdivision/Site Plan Regulations	\$4,950.00
Task 5 – Community Engagement	\$3,600.00
Task 6 – Housing Academy (Training)	\$ 750.00
Task 7 – Administration	\$ 500.00

Scott made a motion to authorize Ken to sign the HOP grant application. Kent seconded the motion. All in favor by roll call, motion carried.

The Board thanked Greg and Mike for attending.

#### **New Business**

Ken explained that the Town's insurance carrier suggested that the Town have a Facilities Use Policy. Ken presented a draft copy of the policy. Kent made a motion to adopt the Facilities Use Policy as drafted, effective May 15, 2023. Cheryl seconded the motion. All in favor by roll call, motion carried.

Ken updated the Selectmen on the 30-day trial of security cameras for the Sam Lake House and asked them to authorize a payment to secure the trial. The Selectmen approved the request and authorized Ken to go forward with the trial period.

Ken explained that Sherwood Forest Association will be holding their annual spring meeting on May 21<sup>st</sup>. Kent said that he would be attending.

Ken gave the Selectmen an update on Broadband. Ken has been trying to contact the Bureau of Economic Development Administration to discuss the available funds. He has a message for them to call but has not received a return call yet. Ken will be attending a zoom meeting with CNHRPC and the Town of Loudon to discuss Broadband concerns.

Ken reported that he has been in contact with the Martins concerning the trees on the property line between them and the Conservation land. Ken will ask them to come to June 5<sup>th</sup> Selectmen's meeting.

Ken reported that he has received no applications for the Transfer Station Manager position but has received three resumes for the Administrative Assistants position. Ken explained that he and Jan will conduct the interviews and will make recommendations to the Board of Selectmen. The Board agreed to have Ken and Jan do the initial interviews.

The Board of Selectmen are sorry to hear of George Glines passing, they send well wishes and condolences to his family.

Scott made a motion to adjourn the meeting at 6:58 PM. Cheryl seconded the motion.

The next scheduled Selectmen's meeting will be held on June 5, 2023, at 5:00 PM at the Meetinghouse.

Respectfully submitted,

Jan Stout  
Administrative Assistant