

Town of Canterbury, NH  
Board of Selectmen  
Date: 2023 July 17  
Location: Meeting House

Selectmen Present:  
Cheryl Gordon (Chair), Kent Ruesswick, Scott Doherty

Town Administrator:  
Ken Folsom

Department Heads:  
John O'Connor (Highway), Michael Gamache (Fire), Rachel Baker (Library); each left after their presentation

Others Present:  
Edgar Rivera

Agenda:

1. Call to Order
  - a. The meeting was called to order at 5:01 p.m.
2. Department Heads
  - a. Sam Papps (Town Clerk/Tax Collector) is absent
    - i. Ken distributed the All Unpaid Receivables Listed by Warrant. The document was reviewed; no concerns.
  - b. Michael Gamache (Fire Department)
    - i. Chief Gamache distributed Canterbury Fire Department Selectman's Report.
    - ii. The department has had 165 calls so far in 2023. They covered for Concord (7/13) and Penacook (7/14) during fires. They performed emergency management for the weather event on 7/16/23.
    - iii. The department took fire prevention measures by inspecting propane tanks, working with the Meeting House on Oxbow Road, the Shaker Village, and New Freedom Academy, and planning a Fall demonstration at Canterbury Elementary School.
    - iv. Membership Update: 1 member applying to Paramedic School, 2 members achieved AEMT, 2 members are starting FF1, 2 applications for membership received, 3 more anticipated (this will bring total membership to nearly 30 people)
    - v. Several department members were staffing NH Motor Speedway race this weekend. The race was delayed to Monday due to rain.
    - vi. Currently updating the policies and procedures manual, which was last done in 2010.
    - vii. Assembly permits were renewed for Town buildings.
    - viii. Grant Updates: Have not yet received a response from FEMA about the grant application for a new Engine. They plan to apply for a State Forestry Grant this year.
    - ix. The NH Child Fatality Review Committee is investigating the double drowning that occurred on the Merrimack River on 5/30/20. The department provided them with documentation about the incident and prevention measures that have been taken since then.
    - x. Riverland gate access

1. There is a gate at the Riverlands Conservation Area which blocks vehicle access to the beach and fields. The Town needs access to this area for emergency and mowing purposes. The Town has deeded access to this road.
  2. Last year Ken contacted the owner to discuss getting access by adding a second lock to the gate. They said they would contact him after the Summer season when they could consult their lawyer. No further contact was received.
  3. Last week Ken again contacted the owner and they provided the same answer. They are willing to come unlock the gate for mowing, but that does not solve the need for emergency access.
  4. Selectmen agreed to have either the Fire Department or Highway Department cut the chain on the gate and add the second lock for the Town when the lock arrives in the mail next week. Ken will contact the owner again to let them know this is happening.
- c. Rachel Baker (Elkins Library)
- i. The Library is currently doing the Summer Reading Program and preparing for the Flower and Garden Tour. There were 135 people at Big Truck Day.
  - ii. Due to anticipated delivery issues from the [UPS Strike](#), the Library is putting in their book orders for the next three months now. This will use the budget sooner but will not increase the overall expenses.
  - iii. There is not yet a date from the contractor for fixing the back door.
- d. John O'Connor (Highway Department)
- i. Old Tilton road flooded in July 4<sup>th</sup> rainstorm. It didn't do any lasting damage and was fixed the next day. This has happened about 4 times in the last 20 years.
  - ii. The department is continuing ditching and roadside mowing.
  - iii. Truck 3 is back from the shop. The computer needed new cables to get enough voltage.
  - iv. Truck 1 is in for work. It can't start when the engine is warm.
  - v. John's computer needed to be replaced after the battery failed, damaging the hardware.
  - vi. Backhoe is in for work. It needs a new motor (~\$25K), but they are on back order so no time estimate on when it will be fixed. A new backhoe would cost ~\$120K. This machine is the most used one in the department (several hours a day).
  - vii. Loader is currently only able to go back and forth to the dump.
  - viii. We have Capitol Reserve Funds for grader, loader, and backhoe.
  - ix. Looking at CAT for new backhoe, loader, and grader. One brand for all three would make service easier. CAT is the best option due to having software built into the machine and better service options (trucks that can travel and a center in Manchester).
  - x. Ken will work with John to figure out what to do for the backhoe. Possibly will try to find a lease to own agreement. Not much currently budgeted. (budget item 4311.3 h).
  - xi. Will be purchasing the highway truck from Warrant Article WA-2023-8 this month.
  - xii. Treasure House has been reopened. The Transfer Station staff had to stop people from leaving items when the Treasure House is not open. No traffic problems so far.
  - xiii. The Transfer Station is trying to get paste that would allow them to test if there is water in the waste oil tank. This would help prevent paying for tank cleaning.
  - xiv. Dirt Road Issues
    1. John has been reading up on dirt road maintenance and found the rate of dust loss per car per road per year. To replace this gravel on an average road in Canterbury, it would cost \$22,643 for just the materials. There is \$16K budgeted for all roads (budget item 4312.4G). It would cost over \$3 million to gravel all dirt roads.
    2. We could use ARPA money or put off paving for a year and use that money on dirt roads instead.

3. Ditching last year was selective due to fuel prices. This would need to be done before putting down gravel. Having issues with where to bring the ditched materials due to the contents (knotweed, glass, trash, etc.). They have tried screening to save good quality material, but that requires significant labor and renting equipment.
4. Having issues with finding traditional gravel (which has less dust and handles water better). Most companies only offer ledge pack now (crushed rock that is more dusty and more slippery in the rain).
5. There has been increased traffic on some of the dirt roads and the heavy rain is speeding up deterioration. Should Planning Board look at this data and assess the impact?
6. Historically there has been a lot of pushback from residents when paving is suggested. The Master Plan indicates a desire for keeping dirt roads.
- xv. Have received one bid on the truck that is up for sale. Accepting bids till end of July.
- e. Michael Labrecque (Police Department) is absent
  - i. Ken distributed Personnel Analysis Reports for 6/19/23 and 7/17/23. These documents were reviewed; no concerns.
  - ii. Several department members were staffing NH Motor Speedway race this weekend.
  - iii. Chief Labrecque was injured over the weekend (not while on duty). Not yet sure how long he will be out recovering.
3. Administration
  - a. Discussed Profit & Loss Budget vs. Actual Report for 1/1/23-7/17/23
    - i. No major changes since last month.
  - b. The Selectmen signed:
    - i. Kent made a motion to sign the Accounts Payable Manifest in the amount of \$39,538.05. Scott seconded. All in favor by roll call, motion carried.
    - ii. Kent made a motion to sign the Payroll Manifest (7/10) in the amount of \$46,392.38. Scott seconded. All in favor by roll call.
    - iii. Kent made a motion to sign the Payroll Manifest (7/17) in the amount of \$3,612.01. Scott seconded. All in favor by roll call.
    - iv. Application for Current Use Tax Map 233 Lot 016 was signed by all Selectmen.
    - v. Veterans Tax Credit Application for resident at Tax Map 265 Lot 009 was signed by all Selectmen.
    - vi. Eastern Propane Gas Fuel Supply Terms and Conditions
      1. For Elkins Library, Municipal Building, Houser Museum
      2. These documents lock us in at a price of \$2.05/gallon for the next season.
      3. Selectmen authorized Ken to sign these documents.
    - vii. Confidentiality Statement and Agreement
      1. This new policy was discussed previously. See Section 5.j. of 07-03-2023 Selectmen's Minutes.
      2. All Selectmen signed Confidentiality Statement and Agreement.
      3. This will be added to the personnel policies and distributed for signing by all current employees.
    - viii. Application for Health Officer
      1. Geoffrey Hubbell has accepted the offer for the Health Officer position.
      2. Geoffrey's application was signed by all Selectmen.
4. Previous Minutes
  - a. Scott made a motion to approve the public minutes as is for the Selectmen's meeting on July 3, 2023. Kent seconded. All in favor by roll call, motion carried.
5. New Business

- a. Discussion points for August 7<sup>th</sup> All Boards Meeting
    - i. Current agenda items: Road Waivers, Ideas for Warrant Articles
    - ii. Suggested agenda items: Solid Waste Committee adding roofs to Transfer Station, Highway Department budget issues, HDC rule changes
    - iii. Zoning Board has not RSVP'd yet.
  - b. Liquor License Notice for Country Store
    - i. NH Division of Enforcement sent a notice that The New Canterbury Country Store LLC was granted a liquor license. This is just an FYI, no action needed.
  - c. Historic District Commission proposed rule changes
    - i. Town's attorney provided suggestions to the proposed zoning regulation changes.
    - ii. Some changes can be implemented now, some will require a Warrant Article.
    - iii. This will be discussed at the All Boards Meeting.
6. Old Business
- a. Switching Municipal Cell Service
    - i. This topic was discussed previously. See Section 6.d. of 07-03-2023 Selectmen's Minutes.
    - ii. Received RFPs from Verizon and T-Mobile. Prices were similar, Verizon is an additional \$300 per year. Both representatives were very responsive.
    - iii. With US Cellular, the Police Department (PD) couldn't connect with Merrimack County dispatch on the tablets in the cruisers. T-Mobile doesn't work with any local PDs so we are unsure if their service is good enough.
    - iv. Ken asked both about putting a tower on the Municipal Building to improve coverage in the center. Verizon said they had something in the works. T-Mobile said their engineers didn't reply.
    - v. Verizon offers second lines (regardless of carrier) for \$15/month. This would allow us to use personal phones for town calls which would mean the Town isn't buying as many physical phones.
    - vi. Ken recommends Verizon. Selectmen agreed to switch to Verizon from US Cellular.
  - b. Sign at Municipal Building and Town Hall
    - i. The estimate for replacing the sign at the Municipal Building is \$555.
    - ii. No estimate yet for replacing the sign at the Town Hall.
    - iii. The new signs will not be installed in time for the Fair, but Kent is going to have the Town Hall sign taken down this week so it doesn't cause issues at the Fair.
  - c. Update on Broadband
    - i. Ken is waiting to hear from [Mission Broadband](#), consultants who could help the Town with planning, accessing federal/state money, and communicating with broadband companies. They estimate \$2K as a consulting fee.
    - ii. [NH Department of Business and Economic Affairs](#) will have more funding available in the Fall for these projects. We might want to file a joint application with Loudon.
    - iii. The Town used to have a contract with Comcast, but it expired 5-7 years ago. The Board of Selectmen have been refusing to sign a new contract with them until they expand broadband.
7. Adjournment
- a. Kent made a motion to adjourn the meeting at 6:37. Cheryl seconded. All in favor by roll call, motion carried.

Next Meeting: 2023 August 7, 5:00 PM, Meeting House

Minutes submitted by Kathleen McKay, Administrative Assistant