

Town of Canterbury, NH
Board of Selectmen
Date: 2023 August 28
Location: Sam Lake House

Selectmen:

Cheryl Gordon (Chair), Kent Ruesswick, Scott Doherty

Town Administrator:

Ken Folsom

Others Present:

John O'Connor (Road Agent)

David Bowles (Transfer Station Manager)

Bonnie Bethune (NRRA)

Evan Hauptman (Highway Department)

Kathleen McKay (Administrative Assistant/Welfare Officer)

1. Call to Order

- a. The meeting was called to order at 6:02 p.m.

2. Administrative

a. The Selectmen signed:

- i. Kent made a motion to sign the Accounts Payable Manifest in the amount of \$32,855.82. Scott seconded. All in favor by roll call, motion carried.
- ii. Kent made a motion to sign the Welfare Manifest in the amount of \$2,800.00. Scott seconded. All in favor by roll call, motion carried.
 1. See discussion in Section 4.d.
- iii. Cheryl signed the check from the Welfare Manifest.
- iv. The Selectmen signed an interfund transfer from Operating Account to Conservation Commission Fund in the amount of \$9,500.00. This is payment received from the owners of Tax Map 241 Lot 11.
- v. Cheryl signed the Mission Broadband proposal for \$2,500.00.
 1. See discussion in Section 4.b.
- vi. The Selectmen signed a letter to Citizen's Bank requesting a distribution of funds from the Sam Lake Trust for \$10,944.21 for the purpose of renovating the Sam Lake House garage.
 1. See discussion in Section 4.c.
- vii. The Selectmen signed an appointment slip for Nicole Glines to be an Agricultural Commission Alternate Member.
- viii. The Selectmen signed an appointment slip for Eric Glines to be an Agricultural Commission Member.
- ix. The Selectmen signed a TD Bank authorized signer update.

3. Recycling at Transfer Station

- a. Bonnie Bethune from NRRA introduced herself and her organization.
 - i. [Northeast Resource Recovery Association](#) (NRRA) is a nonprofit that helps municipalities with recycling most materials. They work with NH DES, and act as brokers with mills and other companies that accept materials destined for recycling. They are able to help smaller towns get volume prices and move material more efficiently.
 - ii. Canterbury is already a member of NRRA.

- b. Currently the Transfer Station's storage is almost full and we have not been able to find someone to take the bales of mixed paper and plastic we are storing.
 - i. The Transfer Station had been shipping our mixed paper and cardboard to [OPR Systems](#) in MA, but OPR announced last week that they would no longer be taking mixed paper and they would no longer be paying for cardboard.
 - ii. There is a full load of paper ready to be shipped.
 - iii. If the Transfer Station runs out of storage and is not able to move the recyclable materials out, they will have to stop collecting recycling and divert material to the trash.
 - iv. We have four bales of storage remaining, which is about a week's worth of material.
- c. The market for recyclable materials is not very good right now.
 - i. At the end of the month, the mills already have the material they need so it is harder to find a buyer.
 - ii. Most recyclable material is exported to be processed overseas. When the cost of shipping exceeds the profit from recycling, it becomes harder to find buyers.
 - iii. Plastics are hardest to move right now.
- d. Some municipalities have already had to begin trashing recyclables. Some (like Manchester) have decided to keep residents in the habit of recycling by still accepting the different streams and then combining them at the end.
- e. NRRA can help us move the material.
 - i. They may still be able to work with OPR for the mixed paper because the mills get material from NRRA before they accept material from individual towns.
 - ii. They are going to work on mixed paper first, then move to cardboard.
 - iii. The prices change each month, so their brokers do what they can and provide the Town with the best prices. It is up to the Town to decide if the cost is worth recycling the material or if it should be combined with the other trash and sent for burning.
 - iv. Bonnie is confident that they can move both the paper and plastic, but the plastic may cost us money.
 - v. Next week begins a new month, so the mill quotas will reset and moving material will be easier.
- f. Bonnie distributed NRRA Market Update – July 2023. This lists July market prices for each type of recyclable material.
- g. Bonnie has been discussing potential Transfer Station improvements with Transfer Station Manager David Bowles.
- h. Bonnie distributed NRRA Customer Activity Report: 2023 Canterbury NH.
- i. Material quality
 - i. Canterbury generally has high quality material. This means the bales we ship out have clean and properly sorted items. (e.g. no pizza boxes in cardboard)
 - ii. David has been trying to educate residents on what material is acceptable with moderate success.
 - iii. Some issues with quality are related to the [plastic numbering system](#) being voluntary.
- j. The Selectmen are concerned that deciding to divert recyclables to trash is counter to resident wishes. If the Town is forced to make that decision, transparency and communication will be key. A sign at the transfer station and notices on the Town Email, Website, and Facebook would be important.
- k. Evan brought up that the Town should determine how much it costs to make a bale of material. It takes about an hour for three people to make a bale. What is the cost of that labor, the power for the baler, and the strings to make the bale?
- l. Solid Waste Committee (SWC)

- i. The SWC next meets September 11th at 3:30 p.m. By then we should know if diversion to trash is necessary. Kent will attend and let them know the situation.
- ii. The SWC is planning to create a Warrant Article for the 2024 budget to build a roof over some of the uncovered area at the Transfer Station. This would create more space for employees to do work that can't be interrupted by precipitation.
- iii. Kent will suggest they consult with NRRA for best practices on layout and design.

4. Old Business

- a. Mailboxes at corner of Shaker Road and Old Gilmanton Road
 - i. See Selectmen's Meeting Minutes 08-07-2023 Section 3 for previous discussion.
 - ii. After examining the area, it seems the scope of the project is greater than initially thought. There are a lot of stumps and large rocks in the way which would need to be removed before the new section of road could be built up. It cannot be done in a day and the cost is likely four times what was previously discussed.
 - iii. The Town is also concerned that the plan of moving the mailboxes back would not solve several of the underlying issues including speeding, vandalism, and missorted mail.
 - iv. Moving the mailboxes to the other side of the island and stacking them appears to be the best option, if the Post Office would agree to the change.
 - v. Ken and the Selectmen think that the Town should try contacting the Post Office and then federal officials that could interface with the Post Office on our behalf (e.g Senator Shaheen's office).
 - vi. It was mentioned that the Post Office has long term plans to convert some roads from individual house mailboxes to clustered end of road mailboxes. If this is true, it is especially important to try and solve the root of the problem now.
 - vii. Ken will contact the Tilton Post Office, then draft letters to federal officials if needed.
- b. Mission Broadband
 - i. See Selectmen's Meeting Minutes 08-07-2023 Section 5.a. for previous discussion.
 - ii. Ken attended the broadband webinar last Wednesday. It wasn't very informative or helpful.
 - iii. Ken talked with Mike Tardif at [Central NH Regional Planning Commission](#). They advised signing the agreement with [Mission Broadband](#). The [BMGI](#) application is opening up next week and Mission has experience working with multiple municipalities. The application is weighted considerably based on the completeness of the application, and using Mission's grant writing experience will ensure a complete and well written submission.
 - iv. Ken is unsure if we should sign with Mission. He is not sure if they would be able to do much more than we have already done ourselves, but they do have more experience. We have paid other grant writers \$1,500 for help with an application, so this is not unreasonable.
 - v. The Selectmen agree to sign the proposal for Mission Broadband.
- c. Sam Lake Garage
 - i. Every year the Town gets a distribution from the Sam Lake Trust (shown in the 2022 Annual Town Report page 37). This money has been getting saved in the Sam Lake House Capital Reserve Fund for maintenance. A warrant article is required to use this money.
 - ii. The Town intends to eventually use the Sam Lake House Capital Reserve Fund to repair the garage so that it is suitable for long term file storage. It would allow for ADA compliance and provide space for records that need to be maintained indefinitely. There is almost enough money amassed for this purpose.
 - iii. The garage sharing agreement with the Canterbury Fair would need to end if this renovation were to take place. It would be important to provide the Canterbury Fair with ample notice.
- d. Welfare

- i. There are two cases currently being dealt with by the Welfare Officer, Kathleen McKay. These are unusually difficult cases that have been taking a significant amount of time and funds. Due to the part time nature of the Town office, this is not a sustainable situation long term. Hopefully this is a one-time problem and not the beginning of a trend.
 - ii. NH State Law ([RSA 165](#)) requires every town to have a Welfare program and provide assistance in the case of emergencies. The housing crisis and the discontinuation of the [Emergency Rental Assistance Program](#), has resulted in many NH towns experiencing similar issues.
 - iii. The Town expected this to be an issue during the pandemic, so the budget for Direct Assistance had been temporarily increased in 2021.
 - iv. The Welfare Manifest being signed today is to provide the required emergency housing for one of the current cases. The Welfare Officer will continue to work with the applicant and the City of Laconia to find a long term solution for this person.
 - v. The budget for Direct Assistance (item 4442.1) is \$4,000. This manifest will put us over budget at 149%.
 - e. 2024 Budget
 - i. The Budget Committee will be attending the next Selectmen meeting on September 11th.
 - ii. All departments will be notified that their first draft budgets are due November 1st.
 - f. Town Website
 - i. After an initial assessment, the Town's website (canterbury-nh.org) cannot be fixed easily or incrementally. It would likely take a large restructure to achieve the desired improvements. Such a task would cost upwards of \$10K.
 - ii. Kathleen will continue making minor cosmetic fixes this year, then create a proposal next year for how to move forward. This project will require a warrant article in the 2025 budget.
5. New Business
- a. New Freedom Academy
 - i. Planning Board Chair Greg Meeh believes there should be a new site plan done for New Freedom Academy due to recent changes at the site.
 - ii. Building Inspector/Code Enforcement Officer Joel French and Assessor Mandy Irving do not believe that a new site plan is needed.
 - iii. As of this evening, a new site plan will not be conducted.
 - b. Wyven Road
 - i. A land owner on Wyven Road is looking to make new lots. This has surfaced the issue of what kind of road Wvyen Road is.
 - ii. In the August 22nd Planning Board meeting, the Board voted that Wvyen Road (among several others) should be considered private roads. See [Section 8 of the draft minutes](#).
 - iii. Further discussion will be had at the next Planning Board meeting on September 12th.
 - c. Federal Money Committee
 - i. A new committee is being formed out of the old Canterbury Community Power Committee with the purpose of accessing grant money from the federal government for various projects.
 - ii. Lenore Howe has created a list of positions that will need to be filled on the committee.
6. Adjournment
- a. Kent made a motion to adjourn the meeting at 7:56 p.m. Scott seconded. All in favor by roll call, motion carried.

Next Meeting: 2023 September 11, 5:00 p.m. at the Meeting House

Minutes submitted by Kathleen McKay, Administrative Assistant