

Town of Canterbury, NH  
Board of Selectmen  
Date: 2024 February 20  
Location: Meeting House

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

Town Administrator: Ken Folsom

Department Heads: Michael Labrecque and Michael Crockwell (Police), John O'Connor (Highway), Michael Gamache (Fire)

Others Present: Edgar Rivera (Libertad Press NE), Beth Blair, Al Edelstein (Treasurer)

1. Call to Order
  - a. The meeting was called to order at 4:59 p.m.
2. Department Heads
  - a. Tax Collector / Town Clerk
    - i. Sam Papps was unable to attend so he spoke with Ken before the meeting.
    - ii. Ken distributed All Unpaid Receivables Listed by Warrant 2/20/2024.
    - iii. Nothing new to report. We aren't in bad shape for this time of year.
  - b. Michael Gamache (Fire)
    - i. Chief Gamache distributed Canterbury Fire Department Selectmen's Report 1/22/24 through 2/20/24.
    - ii. There have been 54 incidents so far in 2024 which is a little ahead of last year.
    - iii. Chief Gamache thanked the Selectmen for enacting the False Alarm Ordinance. Since it was posted, they haven't had any more calls from the self-storage facility on Hall Road.
    - iv. The Department responded to a loud explosion on Baptist Hill Road. It turned out to be someone playing with Tannerite. NH has no restrictions on the use of Tannerite, so this may occur again.
    - v. The Department attended free training on handling electric vehicle fires.
    - vi. The transition from David Nelson to Herb Batchelder is ongoing. Per-diem scheduling is set up and will be rolling out soon.
    - vii. Chief Gamache reached out to the Department's partners (e.g. Penacook Rescue) so that Herb could access paramedic level narcotics to help patients. Our Fire Department can't carry those narcotics, so this would allow Herb to use theirs.
    - viii. The member appreciation ceremony is March 4<sup>th</sup> at 6:30 p.m. at the Municipal Complex.
    - ix. The 2024 VFA grant for forestry equipment awarded the Department \$1,000.
    - x. The [Capital Area Public Health Network](#) reached out to Chief Gamache about setting up stations around town with emergency naloxone kits. They are working on an initiative to provide these state-wide, similar to how AED kits are available and allow bystanders to help in an emergency. This program is funded through a federal grant.
  - c. Michael Labrecque and Michael Crockwell (Police)
    - i. Lieutenant Crockwell distributed the February Shift Schedule, Personnel Analysis Reports for 1/1/24 through 1/31/24, and the January 2024 NHSP CFS Summary.
    - ii. NH State Police covered 4 calls in January.
    - iii. The Police Department also responded to the Tannerite incident.
    - iv. Chief Michael Labrecque handed in his resignation at the meeting.
      1. It will be effective on 3/21/24. He is retiring from law enforcement and moving South.

2. He has been Chief of Police in Canterbury for 7.5 years.
3. The Selectboard thanked him for his service.
4. Later the Selectboard discussed reviewing the Police Chief job description so that it could be updated before the hiring process begins.
- d. John O'Connor (Highway)
  - i. John will be putting up the road postings on Monday 2/26/24.
    1. These postings limit the weight of vehicles on Town Roads during mud season.
    2. John has already contacted the loggers to let them know.
  - ii. The Department has been dealing with several nuisance storms and are working on cold patching and grading. Intervale Road has some issues that will need to be addressed in the summer.
  - iii. The Transfer Station shipped 22 paper and 26 cardboard bales today.
  - iv. Transfer Station Baler
    1. See Selectmen's Minutes 2/5/24 Section 4.b. for previous discussion.
    2. The heater for the baler blew the fuses again after being replaced a few weeks ago. No one knows why. The team is following all available standard procedures.
    3. Ken will contact the company, and an electrician is coming on 2/25/24.
    4. The company, Atlantic Recycling Equipment, has said that the 1-year warranty for parts and labor will cover all of the items in the previous bill.
  - v. The new F-550 has been delivered and is already being used to push snow.
3. Administration
  - a. The Selectmen signed:
    - i. Kent made a motion to sign a gas reimbursement check for the Treasurer in the amount of \$80.40 and the Accounts Payable Manifest in the amount of \$23,571.93. Scott seconded. All in favor by roll call, motion carried.
    - ii. Kent made a motion to sign the Payroll Manifest in the amount of \$42,563.72. Scott seconded. All in favor by roll call, motion carried.
    - iii. The Selectmen signed Community Power Committee Appointment Slips for John Schneider and Lenore Howe.
    - iv. Kent made a motion to sign a Yield Tax Levy for Tax Map 241 Lot 17 in the amount of \$623.88 for 241-017. Scott seconded. All in favor by roll call, motion carried.
    - v. The Selectmen signed two Warrant for Land Use Change Tax forms.
      1. Map 103 Lot 6 in the amount of \$1,421
      2. Map 103 Lot 7 in the amount of \$11,900
  - b. Previous Minutes Approval
    - i. Kent made a motion to approve the public minutes for the Selectmen's meeting on February 5, 2024. Scott seconded. All in favor by roll call, motion carried.
4. New Business
  - a. Planning Board Complaint
    - i. Ken received a complaint via phone call from a resident going through the Planning Board application process. The person feels that they are being treated unfairly and that there is a lack of decorum among certain members of the board.
    - ii. Ken said that if the person believes the Planning Board is being unfair, then they need to appeal to the Planning Board. And if there has been a lack of decorum, the Selectmen's Representative on the Planning Board would be responsible for speaking up.
    - iii. Kent is the Selectboard's Rep for the PB. He says he has been to every meeting and hasn't seen anything. He is unaware of what this could be referring to.
  - b. Town Hall bathroom
    - i. Last week there was a leak in one of the Town Hall bathrooms. The tiles have all pealed up.

- ii. Ken was unable to find where the leak was.
- iii. The electric baseboard heaters were turned off, so it may have been due to a frozen pipe.
- iv. Ken has called Concord Carpet and they are coming this week to take a look.

## 5. Old Business

- a. Land Use Professional
  - i. See Selectmen's Minutes 2/5/24 Section 3.c.ii. for previous discussion.
  - ii. Scott read a letter from Lisa Carlson into the record regarding the new Land Use Administrator position that is in the 2024 proposed budget. Lisa is sick this evening and was unable to attend.
  - iii. The letter reads  
 "Response Statement to Selectboard from Board of Adjustment Secretary 20 February 2024

I am unable to attend this evening's Selectboard meeting due to illness. I am requesting that this statement be read aloud and entered in the minutes of the meeting. Thank you.

I was surprised to hear for the first time at the 5 February Selectboard Budget Meeting about the proposed Land Use Administrator position. By the information presented by Ken Folsum [sic], the questions asked and answers received, it is apparent this will impact not only the work duties of the secretary to the Planning Board, HDC and Conservation Commission, but also that of the Board of Adjustment secretary. Each board and commission has differing duties and objectives. It is unclear to me why no one at any time reached out to me specifically to ask for input or direction as to how this position might affect the Board of Adjustment or my duties as the secretary. The Chairman of the Zoning Board did not, no Selectboard member did, nor did the Town Administrator.

I would like to suggest that before any firm commitment is made to hire someone to fill this position the Selectboard schedule a meeting to which the Town Assessor, board and commission chairs, interested board and commission members and secretaries are invited to meet as a collaborative body to discuss the impact and benefits of this position. Each board and commission has different operating policies and it can do nothing but benefit us all to know at the same time what each other does and why and how this position will impact the works currently being done by volunteers from our community.

I would like to clarify the responsibilities of public noticing the Zoning Board hearings and meetings has legal impacts. There are deadlines by which Notices of Decisions and Minutes of Hearings and Meetings must be met that impact the two-phased appeal process for applicants. I would certainly like the opportunity to interact collaboratively. Thank you for your consideration.

Lisa Carlson, Clerk  
 Board of Adjustment"

- iv. The Selectboard discussed the letter. They thought that all of the secretaries were in communication and that Lisa had known about this change.
- v. Scott said that going forward they need to look at the leadership of the ZBA. They had discussed this topic with the ZBA Chair, Joseph Halla, and thought he would have told Lisa as it is the responsibility of that position to communicate with ZBA members and the Selectboard.
- vi. The Selectboard intend to meet with Joseph and will pause discussion of leadership changes until the meeting on 3/18/24 when the new Selectboard member will be present.

- vii. Cheryl would like the existence of the Land Use Admin position go to Town Meeting so that the voters can remove it or approve it. If the position is kept in, it does not need to be filled right away. It simply says that the Town intends to create that position.
- viii. Due to [HB 1661 in 2022](#), stricter deadlines need to be obeyed when applications come in to the PB and ZBA. The PB has been struggling to meet those deadlines due to the board being staffed entirely by volunteers.
- ix. Scott said that while he was on the Planning Board, multiple attempts were made to meet with the ZBA and all were rejected.
- x. The Selectmen signed the job description for the Land Use Administrator position.
- xi. All three Selectboard members find the lack of communication distressful.
- xii. Ken will set up a meeting with Lisa and Lois Scribner at the 3/4/24 Selectboard meeting.
- b. Budget Presentation Preparation
  - i. On Thursday (2/20/24), the Selectmen will have a working session with Bob Steenson (former Selectman) to review the budget presentation for the Town Meeting.
- c. Meeting House Repairs
  - i. The siding on the Meeting House is getting damaged by rain splash-back. Warrant Article 2024-23 proposes putting gutters on the building to prevent further damage.
  - ii. Ken met with a contractor to discuss fixing the existing damage. They did not provide an estimate. They wanted to know if the Selectboard would like to replace in-kind with Hardie or switch to cedar.
  - iii. The Selectboard decided to replace in-kind with Hardie.
  - iv. The Municipal Complex has a similar issue in one area that uses the same material.
- d. Sale of Town owned property Map 102 Lot 37
  - i. See Selectboard Minutes 2/5/24 Section 5.c. for previous discussion.
  - ii. Ken got in contact with Ms. Steenbergen and she is agreeable to the deal. He will be in contact with her do to the sale.
- 6. Executive Session
  - a. Scott made a motion at 5:54 p.m. to enter into Non-Public session as per RSA 91-A: 3 (a) to discuss a personnel matter. Kent seconded. All in favor by roll call, motion carried.
  - b. Scott made a motion at 6:21 p.m. to exit the Non-Public session and to seal the minutes. Kent seconded. All in favor by roll call, motion carried.
- 7. Adjournment
  - a. Kent made a motion to adjourn the meeting at 6:26 p.m. Scott seconded. All in favor by roll call, motion carried.

Next Meeting:            Working Session on 2024 February 22, 5:00 p.m. at the Sam Lake House  
                              Regular Meeting on 2024 March 4, 5:00 p.m. at the Meeting House

Minutes submitted by Kathleen McKay, Administrative Assistant