

Town of Canterbury  
Selectmen's Meeting  
February 1, 2021

Selectmen Present: Cheryl Gordon  
Arthur Hudson  
Robert Steenson  
Town Administrator: Ken Folsom

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

**Administration:**

The Board signed:

A/P Manifest a total amount of \$427,247.46  
P/R Manifest a total amount of \$35,640.42  
Appointment Slip – Deputy Forest Fire Warden – Benjamin Davis  
2020 Encumbrance sheet  
Veteran's Credit – Tax Map 267 Lot 37 – 44 Old Boyce Road  
Tax Map 234 Lot 6 – 18 Battis Crossing  
Yield Tax – 99 Old Tilton Road

**Minutes**

The Selectmen reviewed the minutes of the January 18, 2021 meeting. Bob made a motion to approve the minutes as amended. Cheryl seconded the motion. All in favor by roll call, motion carried.

The Selectmen reviewed the minutes of the January 25, 2021 meeting. Bob made a motion to approve the minutes as amended. Cheryl seconded the motion. All in favor by roll call, motion carried

The Selectmen reviewed the non-pubic minutes of the January 25, 2021 meeting. Bob made a motion to approve the minutes written. Cheryl seconded the motion. All in favor by roll call, motion carried

**Appointments**

**Treasurer Al Edelstein**

Al supplied the Selectmen with a handout showing the total amount of cash he had deposited in 2020 along with the number of trips he made to the bank. The checks received at the town office are scanned and deposited digitally and Al brings the cash to the bank. Bob felt that the percentage of cash is low in comparison to the total funds collected by the town. Making these trips seems to absorb a huge amount of his time. A discussion was held on reducing the number of times Al goes to the bank. Per the RSA, once \$1,500 has accrued the funds must be deposited on a daily or weekly basis.

Al explained that he compared his 2019 hours v 2020 hours, he has put in 16 more hours in 2020. Bob suggested that he get locking bags and use the night deposit slot at the bank. Al explained that when he makes the deposit in person, he gets the receipt right back. If he dropped off the deposit, he may not get the receipt for 3-5 days. The Board felt that the deposit information can be obtained digitally and no need to wait for the paper receipt.

Al explained that his salary in 2019 divided by the number of hours he puts in leaves him with an hourly rate of \$14.85, in 2020 because of the extra 16 hours, his hourly rate was 14.40. If the Selectmen agreed to a 2% increase, his salary would be \$4,765, a 3% increase would be \$4,812 and a 4% increase would be \$4,859. Al feels that this is an important job and he has a lot of responsibility. He feels that he is doing an excellent job and the towns' money is being handled professionally.

Al explained that every month he reconciles the paper bank statement, just last month there were 9 uncleared checks and it took him 2 hours to do the reconciliation.

Art explained that last year the Board had discussed with him investing town funds. Bob said that he had a discussion with Al previously. Resources could be found, and suggested that Al contact the bank. Al is willing to sit and talk with the Board, he's not a professional but is willing to look into this with the Selectmen's guidance. Bob said that he is willing to team up with Al and Ken and talk to the bank. Bob thought that they may want to talk to the Library Trustees about their investing program. Al stated to let him know when they want him to come into a meeting.

Bob stated that a wage adjustment should be considered. The Board agreed to a 4% wage increase for the 2021 budget.

Bob suggested to Al that he look for efficiencies in terms of going paperless. Art felt that using the drop box at the bank would be a way to start. Al will meet with Mary to see if his would affect her job.

Al thanked the Board.

### **New Business**

The Board reviewed correspondence from a resident requesting an abatement of interest. He had mailed in his tax payment, but it was never received by the Town. Bob made a motion to abate the interest amount of \$39.21. Cheryl seconded the amount. All in favor by roll call, motion carried

Ken reported that equipment is being installed at the Meetinghouse to allow video meetings to be held. Ken explained that a camera and monitor still need to be purchased. The Board approved the purchase and asked Ken to proceed.

Cheryl made a motion to open the budget hearing at 6:00 PM. Bob seconded the motion. All in favor by roll call, motion carried.

The Board discussed the proposed 2021 budget.

The following changes were made:

#### **Information Technology**

4135-1 Network Server and Installation - change from \$17,000 to \$13,500

#### **Election & Registration & Vitals**

4140.15 – Election Misc. Supplies – increase to \$6,200 – (\$5,500 for tent rental for town meeting if needed.

#### **Solid Waste Disposal**

4324.1 – Co-Op Tipping Fee – change from \$40,000 to \$32,000

The total proposed 2021 operating budget is \$2,849,511.

2021 proposed Warrant Articles

## Proposed Warrant Articles.

To see if the Town will vote to raise and appropriate the sum of One Hundred One Thousand Fifty-Three Dollars (\$101,053) to purchase two police cruisers and, to further authorize the issuance of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33) and to authorize the municipal officials to issue and negotiate such bonds or notes and to determine the rate of interest thereon. Three-fifths ballot vote required.

To see if the Town will vote to raise and appropriate the sum of One Hundred Fifty-Eight Thousand Dollars (\$158,000) for the replacement of the bridge located on Morrill Road and, to further authorize the issuance of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33) and to authorize the municipal officials to issue and negotiate such bonds or notes and to determine the rate of interest thereon. Three-fifths ballot vote required.

To see if the Town will vote to raise and appropriate the sum of Fifty Three Thousand Dollars (\$53,000) to purchase a new Command car for the Fire Department and to further authorize the issuance of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33) and to authorize the municipal officials to issue and negotiate such bonds or notes and to determine the rate of interest thereon. Three-fifths ballot vote required.

To see if the town will vote to raise and appropriate the sum of Two Million Eight Hundred Forty-Nine Thousand Eleven Dollars \$2,849,511 for general municipal operations. This article does not include appropriations contained in special or individual articles addressed separately. (Majority vote required).

To see if the Town will vote to raise and appropriate the sum of Five Thousand Nine Hundred Dollars (\$5,900) to purchase Avitar Building Permit System from Avitar Associates of New England, Inc.

To see if the Town will vote to raise and appropriate the sum of Forty-One Thousand Two Hundred Eighty-Eight dollars (\$41,288) to pay principal (\$35,000) and interest (\$6,288) on the Gold Star Bond, said amount to be removed from the Town's Unassigned Fund Balance.

To see if the Town will vote to raise and appropriate the sum of One Hundred Seventy-Three Thousand Dollars (\$173,000) to be deposited into the following Capital Reserves:

4915.3 - Highway Equipment	10,000
4915.4 - Highway Truck	30,000
4915.5 - Highway Grader	30,000
4915.18 Rescue Truck	12,000
4915.19 - Fire Equipment (Truck)	50,000
4915.24 - Landfill Closure	1,000
4915. 30 - Highway Loader	30,000
4915.31 - Highway Backhoe	10,000

To see if the Town will vote to raise and appropriate the sum of Twenty Thousand Dollars (20,000) for the purpose of replacing the roof on Elkins Public Library.

The total proposed warrant articles being \$542,241.

Having no public comment, Bob made a motion to adopt the proposed 2021 budget as discussed in the amount of \$2,849,511.

Having no public comment, Bob made a motion to close the public hearing at 6:45 PM. Art seconded the motion. All in favor by roll call, motion carried.

The Board reviewed the Action Item List.

- Ken is working on a RFP for broadband services.
- Bob will be drafting a letter to the City of Concord in response to their request looking for a contribution from Canterbury toward the proposed traffic circle by exit 17.
- Selectmen to review list of travel trailers in Sherwood Forest.
- Create a checklist to attach to application for Campgrounds.

Ken suggested that the Selectmen draft a letter to Deputy Chief Nick Baker thanking him for his service and everything he did for the Town of Canterbury.

The Bond hearing will be held on February 8, 2021 at 5:00 PM. The next Selectmen meeting will be held on February 22, 2021.

Respectfully submitted,

Jan Stout  
Administrative Assistant