

Town of Canterbury  
Selectmen's Meeting  
September 18, 2017

Selectmen Present: Cheryl Gordon  
George Glines  
Art Hudson

Town Administrator: Ken Folsom

The meeting was called to order at 5:00 PM

**Administration**

Signed: P/R Manifest  
A/P Manifest  
8 Leave requests

**Approval of Minutes**

The Selectmen reviewed the minutes of the September 5, 2017 Selectmen's meeting. Art made a motion to approve the minutes as written. Cheryl seconded the motion. All in favor by roll call, motion carried.

The Selectmen reviewed the non-public minutes of the September 5, 2017 Selectmen's meeting. Art made a motion to approve the minutes as written. Cheryl seconded the motion. All in favor by roll call, motion carried.

**New Business**

The Board reviewed correspondence from a property owner wanting to donate their land to the Town. The Board asked Jan to get additional information for them to review.

**Appointments**

**Road Agent Jim Sawicki**

Art made a motion to enter into non-public session at 5:18 PM to discuss a personnel matter. Cheryl seconded the motion, all in favor by roll call, motion carried.

Art made a motion to exit the non-public session at 5:23 PM and to permanently seal the minutes due to the personnel matters discussed. Cheryl seconded the motion, all in favor by roll call, motion carried.

Jim discussed the 2011 road agreement with the Town of Northfield. Northfield would like to change the agreement by taking over Fellows Hill Road and giving up Ayers Road. At this time the Selectmen are not interested in changing the agreement. George explained that he had suggested to the Northfield Road Agent to submit an alternate plan for them to review.

Jim reported that he had a conversation with a resident about installing a gate on a Class VI road. The resident has concerns about the vehicles/motorcycles, etc. speeding on the road. Ken explained that nothing could be done until town meeting to change the classification to “subject to gates and bars”. Ken will contact the resident and have him contact the police department.

The Board thanked Jim for attending.

#### Fire Chief Guy Newbery

Guy reported that Canterbury will not be awarded the SCBA grant this cycle. He will be attending a class at the Fire Academy on grant writing.

Guy explained that Tanker 1 needed all new batteries.

Additional shelving was added under the work stations in the office to hold the computer back-up and surge protectors.

There have been 8 members re-certified in CPR this month.

The hose loads on all the fire apparatus were changed this month. The new loads allow for more rapid deployment and are easier to re-load with limited staffing. The focus of the training this month has been on deploying and practicing with these attack lines.

A new member has joined the department. He is a certified fire fighter with his EMT.

The Board thanked the Chief for attending.

#### Police Chief Mike Labrecque

The Chief distributed the monthly statistics for the department. Mike reported that they are working with the Merrimack County Sheriff's office on the IMC Software for reporting.

Ken reported that he had received a thank you note to Officer Tom Bibeau for his assistance in bringing a lost dog to its owner.

The Board thanked the Chief for attending.

#### Library Director Sue LeClair

Sue asked Ken if he had received an estimate for building repairs to the Library. Ken explained that he only received an estimate for the museum. Sue will contact the vendor for an estimate.

A brief discussion was held on the cleaning services.

The Board thanked Sue for attending.

Mary Hauptman and Solid Waste Committee Members – Bob Steenson, Steve Rasche, Emily Burr and Chris Blair.

Mary explained that she is presenting a proposal to change the current procedure of PAYT income receipt process.

The proposed new procedure would entail selling stickers instead of PAYT bags. Coupons or punch cards for the disposal of construction debris, TV's computers, refrigerators, etc. Recycling would remain free. The stickers and coupons/punch cards would be sold only at the Sam Lake House. Residents would be able to order them through the Sam Lake Staff and have them mailed to them.

Some of the examples of the solutions that would occur with the new procedure are:

- Inventory would be in one place (better control)
- Liability would be greatly reduced
- No cumbersome bag storage
- Stickers much cheaper than the bags
- No one would have to deliver the bags to Shaw's or track invoices,

Mary explained that there has been a problem reconciling the account. There have been both cash and bags missing.

Bob thought that going cashless would enhance the efficiency.

Chris felt that it could be a challenge for the town's people to get to the Sam Lake House to purchase the stickers. Chris suggested the possibility of a vending machine be used to distribute the stickers.

Chris stated that he thought stickers would be fine, but a specification of the size of bags should be determined.

A brief discussion was held on sending out a survey to the residents about the transfer station on how it operates.

Steve R. asked if the survey comes back with more people interested in Single Stream, would the Selectmen be okay with it.

Chris asked what the Selectmen want the committee to focus on. Ken reported that the revenues for recycling are down and would like them to look at long term benefits and costs. They should also look at the facility we have. A brief discussion was held on short term fixes to the building, i.e. insulate the baler room, etc.

The Board thanked Mary, Bob, Steve, Emily and Chris for attending.

Ken reported that he did some deed research on a property that Mr. & Mrs. DeCoste wish to purchase from the Town. The Board of Selectmen approved the proposal of \$10,000. Jan will draft up the deed and lot merger.

Ken reported that the Tax Collectors office will be closed on October 9<sup>th</sup> and 19<sup>th</sup>.

Ken received an estimate for the Sam Lake Garage.

\$6,400 – concrete work

\$6,500 – lift building, repair rotten sills and put back on new foundation.

Ken will further research this project.

The Selectmen discussed a tax deeded property. Ken had contacted Town Counsel for guidance on disposing of the property. The Board of Selectmen would like to auction this property off.

Ken and Jan will work together on getting this done.

Ken reported that he received an email from a Realtor that is selling property in Canterbury and Northfield on Old Still Road. The realtor was concerned about the no trespassing signs put up in the middle of Old Still Road.

The next Selectmen's meeting will be held on October 2, 1017 at 5:00 PM at the Meeting House.

Cheryl made a motion to adjourn the meeting at 7:35 PM. George seconded he motion.

Respectfully submitted,

Jan Stout

Administrator Assistant

Town of Canterbury  
Selectmen's Meeting  
September 18, 2017

Selectmen Present: Cheryl Gordon  
George Glines  
Art Hudson

Town Administrator: Ken Folsom

The meeting was called to order at 5:00 PM

**Administration**

Signed: P/R Manifest  
A/P Manifest  
8 Leave requests

**Approval of Minutes**

The Selectmen reviewed the minutes of the September 5, 2017 Selectmen's meeting. Art made a motion to approve the minutes as written. Cheryl seconded the motion. All in favor by roll call, motion carried.

The Selectmen reviewed the non-public minutes of the September 5, 2017 Selectmen's meeting. Art made a motion to approve the minutes as written. Cheryl seconded the motion. All in favor by roll call, motion carried.

**New Business**

The Board reviewed correspondence from a property owner wanting to donate their land to the Town. The Board asked Jan to get additional information for them to review.

**Appointments**

**Road Agent Jim Sawicki**

Art made a motion to enter into non-public session at 5:18 PM to discuss a personnel matter. Cheryl seconded the motion, all in favor by roll call, motion carried.

Art made a motion to exit the non-public session at 5:23 PM and to permanently seal the minutes due to the personnel matters discussed. Cheryl seconded the motion, all in favor by roll call, motion carried.

Jim discussed the 2011 road agreement with the Town of Northfield. Northfield would like to change the agreement by taking over Fellows Hill Road and giving up Ayers Road. At this time the Selectmen are not interested in changing the agreement. George explained that he had suggested to the Northfield Road Agent to submit an alternate plan for them to review.

Jim reported that he had a conversation with a resident about installing a gate on a Class VI road. The resident has concerns about the vehicles/motorcycles, etc. speeding on the road. Ken explained that nothing could be done until town meeting to change the classification to “subject to gates and bars”. Ken will contact the resident and have him contact the police department.

The Board thanked Jim for attending.

#### Fire Chief Guy Newbery

Guy reported that Canterbury will not be awarded the SCBA grant this cycle. He will be attending a class at the Fire Academy on grant writing.

Guy explained that Tanker 1 needed all new batteries.

Additional shelving was added under the work stations in the office to hold the computer back-up and surge protectors.

There have been 8 members re-certified in CPR this month.

The hose loads on all the fire apparatus were changed this month. The new loads allow for more rapid deployment and are easier to re-load with limited staffing. The focus of the training this month has been on deploying and practicing with these attack lines.

A new member has joined the department. He is a certified fire fighter with his EMT.

The Board thanked the Chief for attending.

#### Police Chief Mike Labrecque

The Chief distributed the monthly statistics for the department. Mike reported that they are working with the Merrimack County Sheriff's office on the IMC Software for reporting.

Ken reported that he had received a thank you note to Officer Tom Bibeau for his assistance in bringing a lost dog to its owner.

The Board thanked the Chief for attending.

#### Library Director Sue LeClair

Sue asked Ken if he had received an estimate for building repairs to the Library. Ken explained that he only received an estimate for the museum. Sue will contact the vendor for an estimate.

A brief discussion was held on the cleaning services.

The Board thanked Sue for attending.

Mary Hauptman and Solid Waste Committee Members – Bob Steenson, Steve Rasche, Emily Burr and Chris Blair.

Mary explained that she is presenting a proposal to change the current procedure of PAYT income receipt process.

The proposed new procedure would entail selling stickers instead of PAYT bags. Coupons or punch cards for the disposal of construction debris, TV's computers, refrigerators, etc. Recycling would remain free. The stickers and coupons/punch cards would be sold only at the Sam Lake House. Residents would be able to order them through the Sam Lake Staff and have them mailed to them.

Some of the examples of the solutions that would occur with the new procedure are:

- Inventory would be in one place (better control)
- Liability would be greatly reduced
- No cumbersome bag storage
- Stickers much cheaper than the bags
- No one would have to deliver the bags to Shaw's or track invoices,

Mary explained that there has been a problem reconciling the account. There have been both cash and bags missing.

Bob thought that going cashless would enhance the efficiency.

Chris felt that it could be a challenge for the town's people to get to the Sam Lake House to purchase the stickers. Chris suggested the possibility of a vending machine be used to distribute the stickers.

Chris stated that he thought stickers would be fine, but a specification of the size of bags should be determined.

A brief discussion was held on sending out a survey to the residents about the transfer station on how it operates.

Steve R. asked if the survey comes back with more people interested in Single Stream, would the Selectmen be okay with it.

Chris asked what the Selectmen want the committee to focus on. Ken reported that the revenues for recycling are down and would like them to look at long term benefits and costs. They should also look at the facility we have. A brief discussion was held on short term fixes to the building, i.e. insulate the baler room, etc.

The Board thanked Mary, Bob, Steve, Emily and Chris for attending.

Ken reported that he did some deed research on a property that Mr. & Mrs. DeCoste wish to purchase from the Town. The Board of Selectmen approved the proposal of \$10,000. Jan will draft up the deed and lot merger.

Ken reported that the Tax Collectors office will be closed on October 9<sup>th</sup> and 19<sup>th</sup>.

Ken received an estimate for the Sam Lake Garage.

\$6,400 – concrete work

\$6,500 – lift building, repair rotten sills and put back on new foundation.

Ken will further research this project.

The Selectmen discussed a tax deeded property. Ken had contacted Town Counsel for guidance on disposing of the property. The Board of Selectmen would like to auction this property off.

Ken and Jan will work together on getting this done.

Ken reported that he received an email from a Realtor that is selling property in Canterbury and Northfield on Old Still Road. The realtor was concerned about the no trespassing signs put up in the middle of Old Still Road.

The next Selectmen's meeting will be held on October 2, 1017 at 5:00 PM at the Meeting House.

Cheryl made a motion to adjourn the meeting at 7:35 PM. George seconded he motion.

Respectfully submitted,

Jan Stout

Administrator Assistant