

Town of Canterbury
Selectmen's Meeting
March 23, 2015

Selectmen Present: Bob Steenson
Cheryl Gordon
George Glines

Town Administrator: Ken Folsom

The meeting was called to order at 5:35 PM.

George made a motion to nominate Bob for Chairperson for the ensuing year. Cheryl seconded the motion. Bob accepted the nomination and thanked George and Cheryl.

Bob made a motion to enter in non-public session at 5:36 PM to discuss a personnel matter. Cheryl seconded the motion. All in favor by roll call, motion carried,

Bob made a motion to exit the non-public session at 6:03 PM and to permanently seal the minutes due to the personnel matters discusses. George seconded the motion. All in favor by roll call, motion carried.

Road Agent Jim Sawicki and Transfer Station Manager Adrienne Hutchinson attended the meeting.

A general discussion was held on the cost of recycling. Adrienne explained that her goal is to have enough storage and have the employees know how to identify and handle the various recyclables. Bob stated that if you have to have work days just to separate the materials, the offsetting revenue may not be enough.

A discussion was held on the number of employees needed at the Transfer Station. Adrienne explained that some time is needed to process high risk materials that should be isolated from residents. Adrienne explained that she is willing to cut back her hours and allow others to perform the repetitive projects (sorting, etc.). Adrienne proposed that the 3rd person have flexible hours, 9-15 hours a week with Wednesdays being optional. The Selectmen approved her request.

A general discussion was held on cleaning up the Transfer Station. Adrienne explained that a lot of materials (TV's, electronics, oil, etc.) in the building need to be under cover. Ken asked about the pile of wire and electronics stacked next to the packer. It is currently falling into the area where residents access the packer. This is a safety issue, at what point does the recycling take precedent over the safety of the residents. He is thinking of the big picture, does the benefit to the community in revenue outweigh the risk and liability. Bob stated that the Transfer Station is part of the Highway Department and if they needed could assist in the clean-up.

The Board thanked Adrienne for attending.

Jim updated the Selectmen that if the State proceeds in with proposed cuts to the state budget, the DOT will stop maintaining their roads in Canterbury, 14.764 miles will become part of the Town's Highway Department.

Jim explained that the Department is working on filling pot holes on the dirt roads. They have a stockpile of material in preparation of mud season.

George asked Jim if he had a work plan that looks ahead 1 to 2 months that would list the roads and what needs to be done with a time table for each project. Jim explained that he plays it by ear with the mud. After mud season, they will be out grading roads in preparation for summer work. Bob would like a "specific" work plan with short term and long term goals and projects. This should reflect a daily, weekly and monthly schedule so the employees know what is expected. It can also serve as a basis for reports to the Board on accomplishments.

Bob stated that he believed that the new software Jim is using should be able to prioritize the road projects according to the conditions of the roads. Jim reported that he has not plugged enough information into the program, he has done some updating in the program but believes it would be difficult to keep up with the information. Bob and Ken expressed an interest in viewing the software.

The Board thanked Jim for attending.

Chief Pete Angwin, Chief John LaRoche and Ben Bynum attended the meeting.

Pete reported that Engine 1 had a fuel leak. The tank leaks only when full, they will keep the tank at $\frac{3}{4}$ full. Engine 3 had a water leak, which they repaired in house.

Bob explained that the Board would like to get together in the near future to discuss the next truck purchase.

The Board thanked Pete for Attending.

Chief John LaRoche reported that Kyle will be graduating from the Police Academy on April 10, 2015.

Bob reported that he had received several complaints about the Police coverage at the election and if their presence is necessary. Cheryl reported that she contacted the Secretary of State and the AG's office and was told it is the Selectmen's decision to have the Police coverage or not.

Bob explained to John that it would be useful for him to give the Selectmen the statistics on a monthly basis. John will begin bringing the reports to the meetings in the future. He will also provide the Board with a patrol schedule on a monthly basis.

The Board thanked John for attending.

Ben reported that he will be processing the property tax liens on April 7, 2015.

Ben explained that one of his goals is to be able to accept credit cards at the counter. Bob expressed some concerns on the costs that could be incurred.

The Selectmen thanked Ben for attending.

Ken updated the Selectmen on proposals from Virtual Town Hall to update the Town's website. Ken is waiting to receive another proposal from Mainstay. Bob will contact another vendor and ask them to contact Ken.

Ken has been in contact with some sign companies for the Historical Marker to be located at the Canterbury/Boscawen Bridge.

Ken updated that Board on the electricity usage at the Town buildings. He has been in contact with UMG Incorporated as an alternate supplier for the Town.

The Selectmen signed:

- Payroll Manifest (2)
- Welfare Manifest (2)
- Atlas PyroVision Contract
- Appointment Slips
- Timber Tax Warrants
- Current Use Application – Tax Map 211 Lot 1

The Selectmen reviewed correspondence from residents regarding their delinquent property taxes.

Bob made a motion to approve the repayment schedule as proposed by for Map 102 Lot 68. George seconded the motion.

Bob made a motion to approve the repayment schedule as proposed by for Map 256 Lot 6. Cheryl seconded the motion.

The Selectmen asked Jan to get a report from Ben for the deeding date of these properties.

The Board reviewed the minutes of the February 18, 2015 meeting. George made a motion to approve the minutes as written. Cheryl seconded the motion. All in favor by roll call, motion carried.

The minutes of the March 2, 2015 Selectmen's meeting were reviewed. Cheryl made a motion to approve the minutes as written. George seconded the motion.

Bob made a motion to adjourn the meeting at 8:45 PM. Cheryl seconded the motion. All in favor by roll call, motion carried.

The next Selectmen's meeting will be held on April 6, 2015 at 6:00 PM at the Meetinghouse

Respectfully submitted,

Jan Stout
Administrative Assistant