

Town of Canterbury, NH  
Board of Selectmen  
Date: 2023 June 19  
Location: Meeting House

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

Town Administrator:  
Ken Folsom

Department Heads:  
Sam Papps (Town Clerk/Tax Collector), Michael Labrecque (Police), John O'Connor (Highway),  
Michael Gamache (Fire), Rachel Baker (Library); each left after their presentation

Others Present:  
Jan Stout (Administrative Assistant)  
Bob Fife (and family) (left 5:05)  
Justin Crotty (Police Department) (left after Chief Labrecque's presentation)  
Howard Moffett (CCPC) (arrived 5:50, left 6:12)

Agenda:

1. Call to Order
  - a. The meeting was called to order at 4:58 PM.
2. Bob Fife Certificate
  - a. The Selectmen presented a certificate of appreciation to recognize Bob's 53 years of service to Conservation Commission.
3. Department Heads
  - a. Town Clerk/Tax Collector Sam Papps
    - i. Sam distributed the All Unpaid Receivables Listed by Warrant and the Summary of Activity by Owner for one of the parcels that is on the deeding list.
    - ii. Sam has sent out 25 lien notices.
    - iii. Sam discussed with the Selectmen one of the parcels that is on the deeding list. They have notified the owner of the lien through both certified and regular mail, but have not heard back. The Selectmen will attempt to perform a site visit this week. Sam will execute the deed next Wednesday if the issue is not resolved by then.
    - iv. Kent made a motion to move ahead with the processing of the deeding on this property. Scott seconded. All in favor by roll call, motion carried.
    - v. Town Clerk and Tax Collector Office will be closed on Tuesday July 4<sup>th</sup> to observe Independence Day.
  - b. Fire Chief Michael Gamache
    - i. Chief Gamache distributed the Canterbury Fire Department Selectmen's Report.
    - ii. The department has had 144 calls so far in 2023. There was a Carbon Monoxide incident on Intervale Road that was resolved without injury. There were several I93 responses.
    - iii. The daycare at the Meeting House on Oxbow Road did not pass the inspection. The department requested that certain life safety issues be fixed before proceeding.
    - iv. The department conducted inspections on campgrounds and propane tanks.
    - v. The department conducted a fire drill with Canterbury Elementary School.

- vi. The department worked with Shaker Village on replacing their temporary pump with a permanent pump.
- vii. The department conducted an inspection on the new sprinklers at New Freedom Academy on Shaker Road.
- viii. Education Update: Chief Gamache will attend a fireworks inspection class, 1 member in Paramedic School, 2 members graduating AEMT, 2 members enrolled in EMT, 2 members in FF1, the department successfully conducted training with Concord Fire Department
- ix. Equipment Update
  - 1. Hose and ladders received annual testing
  - 2. Tanker had a catastrophic emissions failure. Initial estimate to repair was \$17k, but an alternative shop was found who was able to do it for \$15k.
  - 3. The contract for the new engine was signed on the last day of May. It is expected to be delivered in Spring 2025. They were able to negotiate a faster delivery time due to picking a truck that was already in production.
- x. Safety signs and life jackets were placed at the Riverlands Conservation Area. These will be retrieved at the end of the year.
- xi. The New Hampshire Motor Speedway (NHMS) race will be taking place 7/14 to 7/16. The department will be covering the North Gate on Sunday and the In Field on Friday and Saturday.
- c. Police Chief Michael Labrecque
  - i. Chief Labrecque distributed the Personnel Analysis Reports and the July 2023 shift schedule.
  - ii. Education Update: everyone qualified in firearms class, Justin Crotty will be attending a few more classes this month, the department has a goal to always have at least two members in classes each month to keep up with continuing education
  - iii. Officer Crotty and Officer Karathi get a stipend to make up for a wage decrease when they are deployed with the military. They would like to receive the stipend once a year instead of each month. The stipend is a small amount and this would save administrative time. Selectmen approved this change.
  - iv. The State Police handled 8 calls in the previous month, which is on par with average.
- d. Library Director Rachel Baker
  - i. In June the library started the Summer Reading Program among others. They are working on collaborations with the Shaker Village and the Canterbury United Community Church. Big Truck day will be July 6<sup>th</sup> from 10am to 12pm.
  - ii. Historical Society door repair
    - 1. The backdoor to the Historical Society is rusting due to rain splash-back. This is causing water to leak under the building, allowing critters in, and letting heat out.
    - 2. Original estimate for door replacement was \$7k. New estimate for repair of current door and creation of an A-frame to prevent further rain splash-back is \$3500.
    - 3. Selectmen approved using \$3500 from the Town Building Fund for this repair.
  - iii. Document Room mini-split has not been working for 10 years and has been determined to not be repairable. It is estimated to cost \$10k to replace it. They will create a warrant article for next year to budget this repair.
- e. Road Agent John O'Connor
  - i. Equipment Update:
    - 1. T1 injector has had issues, but they are trying to wait for the regularly scheduled maintenance to get it fixed.
    - 2. T4 has been put out for sealed bid.

3. The grader had a clutch issue, after several adjustments it appears to be working alright now.
- ii. Road Repair Update:
  1. This year they are focusing the paving work on Shaker Road.
  2. They are doing ditching on Briar Bush Road.
  3. On Lois Lane they put down heavy ledge pack where the road was washed out and will be taking down a fallen tree.
  4. Eversource is going to be taking down dead ash trees this year across the state.
- iii. Tree on Intervale Road
  1. On Intervale road there is a tree that has appeared to be in danger of falling down for 3 years. The owner of the property has requested that the town take it down before it falls into the road and onto the powerlines. New Hampshire Electric Co-op (NHEC) has already denied the owner's request to have NHEC take it down.
  2. Ken is going to call NHEC to see if he can persuade them to take it down.
- iv. Riverlands Conservation Area porta potty will be in place on Wednesday. The rental company will retrieve it in the Fall.
- v. Staffing Update:
  1. All department members went to Primex safety training for the Transfer Station.
  2. A member of the Transfer Station staff will be out on medical leave for part of July. This coincides with another member's vacation. Schedules are being rearranged to compensate, but it is likely that someone else will need to be paid overtime in order to have full coverage.
  3. There is probably going to be a budget shortfall of about \$1k for Solid Waste Collection Wages (budget item 4321.1) partially due to the staffing issues in July.
  4. A job posting has been put out for another Transfer Station Attendant.
4. Administration
  - a. The Selectmen signed:
    - i. Kent made a motion to sign the Accounts Payable Manifest in the amount of \$334,211.25. Scott seconded. All in favor by roll call, motion carried.
    - ii. Kent made a motion to sign the Payroll Manifest in the amount of \$57,213.72. Scott seconded. All in favor by roll call.
    - iii. The Budget Committee 3 year appointment slip for Jan Stout was signed by all Selectmen.
    - iv. Religious Abatements and Exemptions: Each of these organizations didn't file their paperwork in time, so they sent in letters requesting Religious Exemption and Abatement.
      1. Cheryl motioned to approve the Religious Exemption and Abatement for Beulah Fellowship. Kent seconded. All in favor by roll call.
      2. Scott motioned to approve the Religious Exemption and Abatement for Church of the Woods. Kent seconded. All in favor by roll call.
      3. The Religious Abatement and Exemption for Canterbury United Community Church was previously approved by the Selectmen. All Selectmen signed the approval.
  - v. Interfund Transfers:
    1. The Selectmen signed an interfund transfer from Capital Reserve – Fire Truck Fund to TDBank Operating A/C in the amount of \$360k. This is to purchase the new fire engine from Warrant Article 2 (E-One Typhoon EMAX rescue pumper).
    2. The Selectmen signed an interfund transfer from Capital Reserve – Highway Equipment to TDBank Operating A/C in the amount of \$6,549. This is to purchase a zero-turn mower.

3. The Selectmen signed an interfund transfer from TDBank Operating A/C to Capital Reserve - Bridge in the amount of \$49,469.50. This establishes a Capital Reserve account for Bridge Maintenance or Construction from Warrant Article 5.
5. Howard Moffett for Canterbury Community Power Committee (CCPC)
  - a. In May only 2% (14 of 896) of Canterbury residents who were eligible to participate in Canterbury Community Power opted out of the Granite Basic plan. Each member of this group was enrolled on the date of their meter read in June, and they will see the rate changes on their first bill in July.
  - b. Every six months there is a new utility auction period and the rates for electricity are reset by power companies (both commercial and community power). August 1<sup>st</sup>, 2023 is the next date that rates will change. The CCPC needs to give residents 30 days advance written notice of rate changes. Therefore, the CCPC must send out rate change notices by July 2<sup>nd</sup>. Therefore, the Selectmen must decide on the new default plan in this meeting, or hold a special meeting this coming weekend.
  - c. Due to a one time scheduling issue, Eversource and Unitil did not set their rates until last week, thus delaying the Community Power Coalition of New Hampshire (CPCNH). CPCNH will be able to set their rates on June 30<sup>th</sup>.
  - d. We know that Eversource's new default energy rate will be 12.6 cents per kilowatt hour, and Unitil will be 13.25 cents per kw hour. We anticipate CPCNH to set a lower rate than either for the Granite Basic plan, but we will not know for sure what the rates will be until June 30<sup>th</sup>.
  - e. Howard recommended keeping the Granite Basic plan as the default for now as it is guaranteed to be the cheapest. Residents may opt up to a plan with a higher rate of renewable energy if they wish to.
  - f. Scott made a motion to keep the Granite Basic plan as the default plan for Canterbury Community Power. Kent seconded. All in favor by roll call, motion carried.
6. Previous Minutes
  - a. Kent made a motion to approve the public minutes for the Selectmen's meeting on June 5<sup>th</sup>, 2023. Scott seconded. All in favor by roll call, motion carried.
  - b. Scott made a motion to approve the executive session minutes for the Selectmen's meeting on June 5<sup>th</sup>, 2023. Cheryl seconded. All in favor by roll call, motion carried.
7. New Business
  - a. Review Multifactor Authentication policy
    - i. Ken distributed the Access to Town Network and Computer Resources policy.
    - ii. This policy requires the use of multi-factor authentication when accessing town resources and network. It will go into effect on July 1<sup>st</sup>, 2023.
    - iii. Scott made a motion to sign the Access to Town Network and Computer Resources policy. Kent seconded. All in favor by roll call, motion carried.
  - b. Revised Transfer Station Attendant job description
    - i. The description originally required a Commercial Driver's License, but this role would not actually need to drive any vehicle so that has been removed.
    - ii. All Selectmen signed.
  - c. Letter from City of Concord Community Development Department (CDD)
    - i. The City of Concord CDD sent a notice to neighboring areas of a Conditional User Permit Application Review for Wireless Telecommunication Facility that will be reviewed at a public meeting of the Planning Board of the City of Concord on June 21<sup>st</sup>, 2023.
  - d. Merrimack County Bicentennial

- i. The County of Merrimack sent an invitation the County's 200<sup>th</sup> Bicentennial Celebration and Community Event being held on September 30<sup>th</sup>, 2023.
  - e. Concord Regional Solid Waste Cooperative
    - i. The Co-op had their annual meeting last week. We have their minutes and budget.
    - ii. The Co-op discussed the property they own on Whitney Hill Road in Canterbury. There is a company that has an agreement to lease to own the property. They have paid \$138k so far. The agreement expires soon. The company is still working with the City of Concord on the use of the property. It was decided to renew the contract.
    - iii. The Co-op voted to accept the latest census update. Canterbury's weighted vote did not change. Canterbury has 5 votes out of 222.
  - f. 1 Carter Hill Road complaints
    - i. Verbal complaints have been received about the property at 1 Carter Hill Road. The code enforcement officer, Joel French, has visited the site and spoken with the owners and there does not appear to be anything happening that violates Town codes. The Selectmen decided to leave the issue for now unless further complaints are received or the situation changes.
8. Old Business
- a. Decision on Proposal from Barbara Burt to donate Tax Map 226 Lot 2 to the Town
    - i. The property owner does not want this lot anymore. The property does not appear to have any commercial or conservational value. Before accepting, there needs to be a site visit to ensure there is nothing obviously wrong with the property.
    - ii. Kent made a motion to accept the proposal contingent to inspection. Cheryl seconded. All in favor by roll call, motion carried.
    - iii. Ken Folsom will contact Joel French and have him coordinate a site visit with Kent.
  - b. Decision on proposal from David & Denise Daignault to purchase Tax Map 101 Lot 21
    - i. This property was acquired by the Town in July 2021, which means it has not yet met the three-year threshold to make it eligible for sale.
    - ii. Scott made a motion to not sell the property until the three-year threshold has been met. Kent seconded. All in favor by roll call, motion carried.
  - c. Trees on common property line with Martins & the Town
    - i. This is in reference to a set of four trees on a Town property line that need to be removed. The division of cost between the private land owners and the Town had previously been discussed. Finding a place in the budget was the outstanding question.
    - ii. The Conservation Committee determined that budget item 4611.8 Land Management is where this should be taken from. The budget is \$6k and the items it is usually spent on should leave a balance that could be put towards this project.
    - iii. Selectmen decided to use budget item 4611.8 for removing these trees.
  - d. Security Cameras at Sam Lake House
    - i. Security cameras were recently installed in the Sam Lake House for a 30 day free trial. We need to decide if we want to sign the 5 year contract for \$5900. This had not been budgeted for, but they offer payment plans that would allow us to spread it out over time.
    - ii. The Selectmen consider this an important safety issue, so would like to move ahead with the process. Ken Folsom will contact the company and continue arranging the contract.
    - iii. Notices that recording is taking place are not required to be posted unless the cameras record sound. These cameras do not record sound, but notices will be posted anyway.
  - e. Review of Profit & Loss Budget vs. Actual document
    - i. 4194.2 Town Hall Maintenance: Over by \$2,499.98 due to the new railing
    - ii. 4194.7 Sam Lake Maintenance: Over by \$177.59 due to security camera installation fee

- iii. 4194.16 Municipal Building Alarm: Over by \$2,268.06 due to the switchover to Total Security
  - iv. 4194.63 Center Maintenance: Currently at 77.3% and likely to go over
  - v. 4195.6 Cemetery Maintenance: Currently at 90.6%
  - vi. 4311.T3 Truck 3 Repairs: Over by \$1,017.73
  - vii. 4311.T4 Truck 4 Repairs: Should no longer incur costs because it is being sold
  - viii. 4311.Truck 5 2018 Freightliner: Over by \$2,496.18
  - ix. 4311.T7 Truck 7 Repairs: Over by \$160.33
  - x. 4311.BC Bob Cat: Over by \$160.33 due to upgrades so that it can handle the paper for the new baler
  - xi. 4321.1 Solid Waste Wages: Currently at 38.3% and likely to go over due to staffing update (see above)
  - xii. 4323.P Packer Truck Repairs: Over by \$4,683.11
  - xiii. 4442.1 Direct Assistance: Currently at 79.1%
  - xiv. 4651 Historic District Commission: Currently at 75%
  - xv. Total Expense: Currently at 39.4% so overall we are doing very well
9. Adjournment
- a. Cheryl made a motion to adjourn the meeting at 6:53. Scott seconded. All in favor by roll call, motion carried.

Next Meeting: 2023 July 03, 5:00 PM, Meeting House

Minutes submitted by Kathleen McKay, Administrative Assistant