

Town of Canterbury, NH
Board of Selectmen
Date: July 3, 2023
Location: Meeting House

Selectmen Present:
Kent Ruesswick, Scott Doherty

Town Administrator:
Ken Folsom

Absent:
Cheryl Gordon (Chair)

Others Present:
John Schneider (CCPC)
Edgar Rivera
Howard Moffett (CCPC) (arrived 5:18)
Lenore Howe (CCPC) (arrived 5:18)
Kelly Short (Conservation Commission) (arrived 5:25, left: 6:05)

Agenda:

1. Call to Order
 - a. The meeting was called to order at 5:04 p.m.
2. Administration
 - a. The Selectmen signed:
 - i. Scott made a motion to sign the Accounts Payable Manifest in the amount of \$492,386.81. Kent seconded. All in favor by roll call, motion carried.
 - ii. Scott made a motion to sign the Payroll Manifest in the amount of \$57,959.71. Kent seconded. All in favor by roll call, motion carried.
3. Previous Minutes
 - a. 3 edits to be made:
 - i. line 155: "accounting" → "utility auction"
 - ii. line 176: "private minutes" → "executive session minutes"
 - iii. line 77: insert "of"
 - b. Kent made a motion to approve the public minutes as amended for the Selectmen's meeting on June 19, 2023. Scott seconded. All in favor by roll call, motion carried.
4. Howard Moffett and Lenore Howe for Canterbury Community Power Committee (CCPC)
 - a. CCPC wants to apply to [NH Municipal Association's new Federal Funding Opportunities & Coaching & Technical Assistance Pilot Program for Smaller Towns](#) (CTAP). This program will have the town work with a coach to pick a project and learn how to go about implementing it. It is meant to teach so we can do more projects ourselves in the future. [ADG](#) will be running the program and providing coaches.
 - b. The deadline to apply is Wednesday. CCPC has put together 3 potential applications and would like the Selectmen to pick one.
 - i. Community Solar Array: Build one or more solar arrays that could power all of Canterbury. Place storage batteries in every residence and business that is interested. Along with providing clean and cheap energy, this would strengthen the grid.

- ii. Electrify Town Vehicles: Swap out all Town vehicles with electric versions. Put Level 3 charging stations at Municipal Complex and other places in town. Another town recently did this and saved \$5K per vehicle per year.
 - iii. Conservation Easement: Kelly distributed a map of a property between Shaker Road and 106. This property is neighbored by already conserved land: Shaker Village, Meeh Conservation Easements, and Shaker St Forest. Would create 1965 acres of adjacent high value conserved land. Likely to cost \$475K-550K. They would look at a variety of federal and state funding sources and try to have the Conservation Society hold the easement so that the town doesn't need to maintain the property.
 - c. Ken is concerned about the logistical burden of receiving grants. Some grants require the Town to pay first and then reimburse later. Most grants have long term reporting requirements which involves years of additional administrative work.
 - d. If an application is accepted, the town is not obligated to go through with the project. This would primarily be a learning opportunity, and the town could use the knowledge to pursue other projects such as broadband and improved cellular service.
 - e. The Selectmen approve of applying for this program and decide to apply for all three projects to increase our chances of being accepted to the program. The person whose name will be put on it is Kent Ruesswick. CCPC will decide how they will be governed, either continuation of CCPC or a new committee. Lenore will submit the applications tomorrow.
 - f. Update on community power: For the coming utility auction period Community Power Coalition of NH (CPCNH) set the Granite Basic rate to 10.9 cents per kWh. This is cheaper than the NH Electric Co-op, Unitil, and Eversource.
5. New Business
- a. Gutters on the Meeting House and the Sam Lake House
 - i. Ken received estimates for putting gutters on the Meeting House and the Sam Lake House.
 - ii. The siding on the Meeting House is getting damaged by rain splash-back so we either need to get gutters or periodically replace some of the boards (about every 20 years).
 - iii. Putting gutters on the roof of the Sam Lake House would require putting brakes in some places rather than gutters due to the slate roof. These estimates do not include the cost of brakes.
 - iv. American Gutter Company: \$2100 (without covers), \$3800 (with covers)
 - v. Granite State Gutters: \$3300 (without covers)
 - vi. Selectmen agree to have this added to the budget for 2024.
 - b. HVAC incentives
 - i. The Town got \$950 in HVAC incentives from Unitil. This money goes into the General Fund.
 - c. Waste oil at the Transfer Station
 - i. The Transfer Station has a 400 gallon tank for waste oil. Normally, [J&D Repairs](#) periodically removes this oil for free.
 - ii. Last week they arrived and found that the tank was contaminated by a significant amount of water. Because of this, they were unable to haul it for us.
 - iii. Ken called [Clean Harbors](#). They are coming on Thursday to pump it out. Because the tank was full, this will cost about \$2K.
 - iv. To prevent this from happening again, the Transfer Station has put a padlock on the tank and instructed employees to inspect the contents of the container before adding it to the tank. If the contents look questionable, it will be set aside and sent to Clean Harbors.
 - d. Correspondence from NH Department of Environment Services (NHDES) about potential violation

- i. The Town Received a letter from NHDES about a potential wetlands violation at 128 Pickard Road. The Building Inspector, Joel French, went to the property and discussed the situation with the owner. There did not appear to be anything concerning.
 - ii. NHDES will conduct their investigation. The Town does not need to take any action.
- e. Password manager proposal
 - i. The Town does not follow modern password security best practices. This is likely to be flagged during the federal security audit that is happening later this year.
 - ii. To improve the situation, we should use a password manager. Password managers allow an organization to enforce password hygiene standards on all accounts used by employees. They also support setting up MFA by generating one-time passcodes which would help implement the Multifactor Authentication policy that the Selectmen signed in the June 19, 2023 meeting.
 - iii. We researched a number of Password Managers and determined that [Bitwarden Enterprise](#) would be the best fit for the town both in terms of features and cost.
 - iv. For the estimated 30 town employees, it would cost \$1800 per year. As of June 29th, we had used 22.6% of the \$44,031.00 budgeted for Information Technology in 2023 (budget item 4135).
 - v. Selectmen agree to purchasing and implementing Bitwarden Enterprise.
- f. Truck 3 wouldn't start
 - i. The Highway Department's Truck 3 cannot start. They are going to tow it to get worked on in Laconia.
- g. Health Officer Retirement
 - i. The Health Officer Nadine Dahl is resigning. She recommends the Deputy Health Officer, Geoff Hubbell as her replacement.
 - ii. Ken will talk to Geoff and see if he is interested in the position.
- h. Shaker Village Meeting
 - i. Wednesday July 12th 10:30 a.m.
 - ii. David Katz from Shaker Village will be meeting with the Selectmen and Ken for a general discussion about operations and coordination with the Historic District Commission.
- i. New Freedom Academy Meet and Great
 - i. Wednesday July 12th 11 a.m. – 1 p.m.
 - ii. Ken, Police Chief, Fire Chief, and Selectmen will attend. Ken has already spoken with new CEO about previous issues and how to move forward productively.
 - iii. Kent suggested inviting immediate neighbors.
- j. Confidentiality Agreement
 - i. We do not currently have any personnel rules addressing confidentiality.
 - ii. Ken distributed a draft Confidentiality Statement and Agreement.
 - iii. Selectmen agree to have all current and future town employees sign this.
 - iv. Ken will make this an amendment to the personnel policy and bring it for signing to next Selectmen's meeting.
- 6. Old Business
 - a. Decision on Proposal from Barbara Burt to donate Tax Map 226 Lot 2 to the Town
 - i. Kent went and walked around the property. There were no obvious issues.
 - ii. Kent made a motion to accept the donation of Tax Map 226 Lot 2 to the Town. Scott seconded. All in favor by roll call, motion carried.
 - iii. Ken will move forward with the deeding.
 - b. Update on Multi-factor authentication (MFA) policy

- i. The Conservation Commission was not able to sign up for MFA because their co-chairs share the email account and only one person could have access with MFA.
 - ii. Selectmen agree that the Conservation Commission must choose one person to manage the email account so that MFA can be implemented.
- c. Update on security cameras at the Sam Lake House
 - i. The final cost for the security camera installation is just under \$9K.
 - ii. The Town has \$258K in American Rescue Plan Act (ARPA) money. That money must be committed by 2025 and spent by 2026. We were saving that for broadband expansion, but that does not appear to be feasible at this time. (\$50K per mile was latest quote from Comcast).
 - iii. Selectmen approve using the ARPA money for security cameras. They will consider using the remainder for improving Town roads.
- d. Switching municipal cell service
 - i. Due to poor service the Town is going to be switching the municipal plan from US Cellular to either Verizon or T-Mobile. Ken gave Request for Proposals to both companies.
 - ii. Ken also met with a Verizon representative and discussed the lack of service in the center of town. This is a public safety concern. We are unsure if the new cell tower going up at Exit 17 will improve the coverage in the center.
- 7. Adjournment
 - a. Scott made a motion to adjourn the meeting at 6:41 p.m. Kent seconded. All in favor by roll call, motion carried.

Next Meeting: July 17, 2023, 7:00 p.m., Meeting House

Minutes submitted by Kathleen McKay, Administrative Assistant