

Town of Canterbury, NH  
Board of Selectmen  
Date: 2024 March 18  
Location: Meeting House

Selectmen: Scott Doherty (Chair), Kent Ruesswick, Beth Blair

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)

Others Present: Edgar Rivera (Libertad Press NE), F. Webster Stout, Cathy Viau, Kevin Bragg (HDC Chair), Harry Kinter (HDC), Todd Muffoletto (CSV Facilities & Property Manager)

1. Call to Order
  - a. The meeting was called to order at 4:59 p.m.
2. Administration
  - a. New Board Chair
    - i. Beth made a motion to elect Scott the Chair. Scott seconded the motion. Beth and Scott voted in favor. Kent voted against. Motion carried.
  - b. The Selectmen signed:
    - i. Kent made a motion to sign the Accounts Payable Manifest in the amount of \$34,227.80. Beth seconded. All in favor by roll call, motion carried.
    - ii. Kent made a motion to sign the Payroll Manifest in the amount of \$44,078.69. Beth seconded. All in favor by roll call, motion carried.
    - iii. The Selectmen signed an interfund transfer from TDBank Operating A/C to TDBank Cons Comm Fund in the amount of \$1,421. This is a land use change tax payment.
    - iv. Kent made a motion to sign the 2024 Approved Wages as voted on at the Town Meeting. Beth seconded. All in favor by roll call, motion carried.
    - v. The Selectmen signed the TD Bank authorized signer documentation for Beth Blair.
  - c. Previous Minutes Approval
    - i. Kent made a motion to approve the public minutes for the Selectmen's meeting on March 4, 2024. Scott seconded. Kent and Scott voted in favor. Beth abstained. Motion carried.
    - ii. Kent made a motion to approve the non-public minutes for the Selectmen's meeting on March 4, 2024. Scott seconded. Kent and Scott voted in favor. Beth abstained. Motion carried.
    - iii. Kent made a motion to approve the public minutes for the Selectmen's meeting on March 5, 2024. Scott seconded. Kent and Scott voted in favor. Beth abstained. Motion carried.
  - d. Selectboard Representatives and Committee Appointments
    - i. The Selectboard discussed who the current representatives are and which committee members' terms are up this year.
    - ii. Scott asked Kent and Beth to email him their preferences for which committees and boards they would like to be representatives for, so that they can decide at the next meeting.
    - iii. Ken said that usually the committee Chairs are asked to provide input on those whose terms are up. Whether they still want to continue and whether the committee still wants them to continue.
    - iv. Ken will contact the committee Chairs to get feedback for a decision at the next meeting.
3. Department Heads

- a. Sam Papps (Town Clerk\Tax Collector)
  - i. Sam distributed the All Unpaid Receivables Listed by Warrant 3/18/2024.
  - ii. There are 50 invoices over-due for 2023. Sam will send out lien notices next week. Property owners will have 30 days to pay the bill.
  - iii. The timber tax from 2023 is still outstanding. Partial payment has been received.
  - iv. In April, Sam will start sending out deeding notices for the 2021 warrant. One of the two properties is occupied.
  - v. The folder/inserter was approved in WA 2024-21. Sam expects delivery in 4-5 weeks.
- b. Michael Gamache (Fire)
  - i. Chief Gamache distributed Canterbury Fire Department Selectmen's Report 2/20/24 through 3/18/24 and Naloxbox FactSheet.
  - ii. There have been 81 calls so far this year which is slightly above average.
  - iii. The Department had to assist with a horse that couldn't get up. This is the second one in as many years. They purchased a large animal rescue sling to make this easier going forward.
  - iv. There was a CO incident with no injuries. Chief Gamache would like to remind people to have working CO detectors in their houses.
  - v. The per diem scheduling is working well so far.
  - vi. David Nelson's last day is 3/29. There will be an open house in honor of his retirement that day beginning at 1 p.m.
  - vii. The Department will be hosting their annual Pancake Breakfast fundraiser on April 20<sup>th</sup>.
  - viii. Chief Gamache submitted an application for the 2023 AFG grant. He is requesting \$26K to buy a hose for the new engine. This amount was included in WA 2023-2, but it would save the Town some money if this grant was won.
  - ix. Naloxone Proposal
    - 1. See Selectboard Minutes 2/20/24 Section 2.b.x. for previous discussion.
    - 2. The Capital Area Public Health Network reached out to Chief Gamache about setting up stations around town with emergency naloxone kits. They are working on an initiative to provide these state-wide, similar to how AED kits are available and allow bystanders to help in an emergency.
    - 3. They have given Chief Gamache one that he can put up if the Selectboard approves.
    - 4. They may be able to provide more if requested. Chief Gamache will ask them.
    - 5. These kits are for indoor use only.
    - 6. The Town currently has AED kits in the Library, Town Hall, Transfer Station, and Municipal Complex. Would likely want to have naloxone in each of those locations.
    - 7. This program is funded through a federal grant and will have no cost to the Town now or in the future when expired items need to be replaced.
    - 8. The Selectboard decided to read the Naloxbox FactSheet and think about the proposal.
  - x. Chief Gamache thanked Chief Labrecque for his service and cooperation.
- c. Rachel Baker (Library)
  - i. Rachel is planning on proposing a warrant article next year for a copy machine. The Library is about to sign a lease for a color copier to use in the mean-time. Their current copier has made 170K copies.
  - ii. Parking Spaces for Library
    - 1. Rachel proposed placing several "Library Only During Library Hours" signs in the parking lot. This would allow patrons to have parking during events like the Farmers Market and voting.
    - 2. She spoke with John O'Connor and the signs would be \$70 apiece. She would like 5.
    - 3. Ken will follow-up with Rachel about purchasing the signs.
  - iii. The repairman will be coming back soon to fix the foam pillars and the back door.

- iv. The 5<sup>th</sup> grade class at CES in conjunction with Jim and Donna Miller are looking to borrow a Highway truck to do cleanup in the Center on May 3<sup>rd</sup>. Rachel will follow-up with John to see if one is available.
- v. Town Hall sound system
  - 1. Rachel proposed looking into a sound system for the Town Hall.
  - 2. Currently each organization who hosts events at the Town Hall must bring and set up their own speakers and microphones. A permanent sound system would eliminate the need for that and provide a chance to improve acoustics in the building.
  - 3. Rachel was able to get a grant for an acoustic system in the Library and might be able to do the same for this. Any cost would be incorporated into next year's budget.
  - 4. The Selectboard decided that Rachel can investigate this project.
- vi. Rachel spoke in favor of the Naloxbox proposal. 80% of libraries in NH have naloxone available and Elkins is not currently one of them. The Trustees would have to approve placing it in the Library, but she does not anticipate any pushback.
- d. John O'Connor (Highway)
  - i. One of the sanders needs a new floor. The dealer quoted them \$5K, so Highway will do the fix themselves.
  - ii. T7 and T1 are both out for repairs.
  - iii. They have begun grading the dirt roads and adding stone in a few places.
  - iv. Road postings will be coming down on March 25<sup>th</sup> depending on weather conditions.
  - v. On March 31<sup>st</sup> they will be switching to the 4 10-hour day summer schedule.
  - vi. The new backhoe that was approved in WA 2024-12 should be arriving soon. They are just waiting on some paperwork.
  - vii. The new grader that was approved in WA 2024-13 should be delivered from the factory to the local dealer in June. It will probably be delivered to the Town a few weeks after that.
- e. Michael Labrecque (Police)
  - i. Chief Labrecque distributed the Personnel Analysis Reports 2/1/2024 through 2/29/2024.
  - ii. The State Police handled four calls this month, half of the normal amount.
  - iii. The Town handled seven incidents this month, well below the average.
  - iv. The Department is working on revamping their policies and procedures to earn state accreditation. This is a new thing that NH is doing. Paperwork should be done by summer.
  - v. The Department has filled the Patrol Officer vacancy. The new person will be starting on April 1<sup>st</sup>. This position is full-time.
  - vi. The Department has received a few applications for the Police Administrative Assistant vacancy. They are performing a background check on one applicant right now and if that goes well, the person would likely start in April. This position is for 29 hours a week.
- 4. Canterbury Shaker Village (CSV)
  - a. Kevin Bragg (HDC Chair), Harry Kinter (HDC), and Todd Muffoletto (CSV Facilities & Property Manager) spoke on this topic.
  - b. David Katz (Vice Chair of the CSV Board of Trustees) sent Ken an email in February looking to make amends for work that had been done at CSV without permits. The email included belated applications and the estimate that they owe \$360 in application fees.
  - c. The HDC has been working with CSV on strengthening communication and preventing these types of issues going forward. These problems had arisen over the past decade or so due to Director turnover and a culture that didn't prioritize working with the Town.
  - d. The current leadership is very interested in repairing this relationship.
  - e. Until the new Director is hired, Todd is the catchall for these conversations.

- f. The HDC has been considering ways to streamline their process for CSV since they are constantly doing projects, unlike a normal homeowner. Possibilities include having regular meetings with CSV or creating an application waiver process.
  - g. The State already requires CSV to submit a change request form, so maybe they could just cc the HDC when they do.
  - h. There have also been a number of adaptive reuses that were unauthorized and may affect their tax exempt status. These were looked at by Ken, Mandy Irving (Assessor), and Joel French (Building Inspector) when they visited CSV in September 2023. See Selectboard Minutes 9/11/23 Section 8 for previous discussion.
  - i. Beth asked if the Selectboard should have a representative that attends CSV meetings or vice versa. In the past the Town has relied on CSV to initiate communication.
  - j. The new Land Use Administrator could become the point person for the Town.
  - k. Todd reiterated that CSV is trying to “bring the Town back to the Village” and they are excited about rebuilding this relationship.
5. Chief Labrecque re new Police Chief
- a. Scott made a motion at 6:44 p.m. to enter into Non-Public session as per RSA 91-A:3, II (a) to discuss a personnel matter. Kent seconded. All in favor by roll call, motion carried.
  - b. The Selectmen discussed hiring a new Police Chief. They decided to hire a full-time police chief and interview Sergeant Crotty for the position.
  - c. Scott made a motion at 7:33 p.m. to exit the Non-Public session and to seal the minutes. Kent seconded. All in favor by roll call, motion carried.
6. New Business
- a. Ordinance for Parking
    - i. There have been issues a few times this year with people parking in dangerous places on roads. If this continues to be an issue, the Selectboard could consider creating an ordinance similar to the recent False Alarm Ordinance.
    - ii. Chief Labrecque said that they have had very few issues and all have been resolved quickly through conversation. This is mostly an FYI for the future if the problems continue or escalate.
  - b. Sealed minutes review process
    - i. HB 321 in 2023 changed RSA 91-A:3, III to include a requirement that all non-public minutes be reviewed every 10 years and unsealed if they no longer meet the requirements in 91-A:3, II. If the minutes are not reviewed within the timeframe, they will be subject to public disclosure.
    - ii. The Selectboard need to review NHMA’s recommendations about this and determine how they want the review process to work.
    - iii. Beth discussed using an “action item” list so the Selectboard can keep track of to-do items that come out of meetings. Kathleen will create one after this meeting.
7. Old Business
- a. Wyven Road
    - i. See Selectboard Minutes 3/4/24 Section 7.a. for previous discussion.
    - ii. The Selectboard have received several more letters regarding this issue.
    - iii. F. Webster Stout is representing Mr. Nash in this matter and spoke on his behalf. He has a letter from NH DES that says the thermally treated non-hazardous soils may be used as a sub-base for roads.
    - iv. The material only has restrictions for residential, wetland, and burial areas. Disclosure of this material is required and if it is ever dug up, it must be treated as contaminated.
    - v. Mr. Stout described how the material is sourced, processed, and tested before it is delivered to customers.

- vi. A Clean Earth company representative will attend the next Planning Board meeting about this case and they will be able to provide more details about the process.
- b. Municipal Complex solar panels
  - i. The solar panels at the Municipal Complex had an issue that resulted in arcing.
  - ii. Jim Snyder is going to take a look at the solar panels in the Center to make sure they don't have the same issue. He will also take that opportunity to adjust the angles of the panels.
- c. Capital improvement committee
  - i. Greg and Josh on the Planning Board were supposed to reach out to Ken about reforming the Capital Improvement Committee.
  - ii. Ken will contact Greg about it.
- d. Incident with ZBA documents
  - i. Last week a lawyer requested a copy of a ZBA application. The ZBA Chair refused to provide the information, mistakenly saying that it was not public. He was corrected and the information was forwarded to the attorney.
  - ii. There was also an issue sending the information on because the materials were being stored at someone's house rather than the Town Offices.
  - iii. To prevent this from happening in the future, applications and public documents should stay in the Sam Lake House. If they are needed elsewhere, they should be scanned and emailed.
  - iv. There was an informal agreement previously about this, but Ken will draft a policy to formalize the rules.
- 8. Adjournment
  - a. Scott made a motion to adjourn the meeting at 7:34 p.m. Kent seconded. All in favor by roll call, motion carried.

Next Meeting: 2024 April 1, 5:00 p.m. at the Meeting House

Minutes submitted by Kathleen McKay, Administrative Assistant