

Town of Canterbury  
Selectmen's Meeting  
September 14, 2020

Selectmen Present: Cheryl Gordon  
Art Hudson  
Town Administrator: Ken Folsom

The meeting was called to order at 5:04 PM

**Administrative**

The Board signed: A/P Manifest  
P/R Manifest (2)  
Recreation Committee Appointment Slips  
Letter to property owner regarding multi-family units  
Land Use Change Tax – Tax Map 233 Lot 15 & Tax Map 252 Lot 2

Ken reported that ZBA Chairman Joe Halla informed him that Chance Anderson has passed his opportunity to appeal the ZBA decision and is now in violation. Chance is still operating his short-term rental and is now advertising 2 additional units. The Selectmen asked Ken to contact Bart to start the cease and desist process.

A letter of determination from the State of NH has been received, a former employee had filed for an extension for unemployment benefits was has been denied. All in favor by roll call, motion carried.

**Minutes**

The Selectmen reviewed the minutes of the August 17, 2020, Selectmen's meeting. Art made a motion to approve the minutes as amended. Cheryl seconded the motion.

**New Business**

Notification of a Shore land Impact Permit was received for a project on Hancock Road.

The Board reviewed a proposal from David & Denise Daigneault to purchase a parcel of land owned by the Town (Tax Map 101 Lot 6). Art made a motion to accept the offer from the Daigneaults in the amount of \$3,000 with the condition that Tax Map 101 Lot 6 be merged with their lot (Tax Map 101 Lot 122). Cheryl seconded the motion.

The Selectmen have heard from some of the residents on Hethlon Road in response to a letter the Board sent about the structure at the intersection of Hethlon and Boyce Roads. The structure is in disrepair and no one has stepped forward to let the Board know constructed it or if anyone is using it. The Board will ask the Highway Department to remove it.

The Board reviewed the Action Item List. Ken has a new IT policy that he will distribute to the Board for their review.

Ken explained that Mr. Saviano has brought material in for Hancock Road and has graded the Road. Mr. Pounds will be putting in the culverts.

Ken reported that both property owners that have campgrounds have contacted the Zoning Board to schedule a special exception hearing. Ken has been unsuccessful in contacting the website Airbnb to notify them that they are advertising short term rentals that are in violation of the Canterbury Zoning Ordinance.

Ken has drafted a letter to the State and Federal Representatives concerning the expansion of broadband services in Town. Bob is reviewing the letter. Art has contacted both Comcast and Consolidated Communications but has not heard back.

### **Appointments**

Budget Committee Members - Tyson Miller, John Carr, Art Rose, Bob Scarponi (via telephone) & Kelly Short (via telephone).

Kent Ruesswick also attended.

Ken distributed a list of budget highlights. (See attached).

The town has sold 5 pieces of property adding \$65,000 in revenue.

A new budget line has been created for COVID 19 expenses. All these expenses will be reimbursed 100%.

Some of the items being considered for the 2021 budget are:

- Sam Lake garage renovations
- Highway Truck
- Replace Police Pickup with a SUV
- Replace Police Chiefs car

The Fire Department has a fire truck committee, they are looking into both purchasing and leasing.

The Department Heads are aware that big purchases may need to be put off.

The Board and Committee reviewed the Profit and Loss report.

Enterprise Fund – Revenue to date is \$50,879.15 and expenses to date \$75,659.60. There has been a decline in revenue for recycling. We were getting paid to recycle corrugated cardboard, but now we have to pay to have it shipped out.

ZBA wages overspent, they have been having more hearings this year for short-term rentals and accessory apartments.

Sam Lake maintenance is overspent, the water softener had to be replaced. Ken reached out to another company for replacing the water softener and saved the Town about \$5,000 by switching companies.

Fire Department had some unexpected expenses on the vehicles, frame work on Rescue 1 and brakes and front end work on the command car.

Highway Department overspent the green grader budget line. David Heath did a lot of the necessary work and now it is up and running.

Bob Scarponi asked if there were any concerns about lagging income. Ken explained that motor vehicle money is down a bit, but overall we are in good shape.

Tyson mentioned that the Masterplan has been put on hold. Ken explained that CNHRPC has completed a few portions of the plan.

Tyson noted that small campgrounds are a topic at this time. Ken explained that currently there are 2 that are applying to the ZBA. Both the Fire Department and Code Enforcement Office have visited the sites and has educated the owners on the requirements, burn permits, etc.

Ken explained that Lori Gabriella, the Planning Board Secretary, will be resigning. Tyson has approached Mandy Irving to see if she would be interested in that position. Ken explained that Mandy had previously approached him about having a point person in the office for applications, etc.

Mandy has agreed to help out with the office portion but not the meetings or minutes. All were in agreement that it would be helpful to have a person in the office to handle the paperwork and help with questions and that Mandy would do a great job. Art Rose stated that he doesn't want to overburden Mandy. Tyson explained that they are looking to expand the position. Ken said that he spoke with Mandy, she is enthusiastic but he cautioned her if it starts to get in the way of her assessing work, it will have to be looked at. Art H. feels that this should be approached with caution.

Budget Committee Members left the meeting.

Ken reported that Shaker Village has not signed the PILOT agreement. Ken had contacted the Director to let her know that they had not filed the DRA form for non-profit agencies or submitted the signed PILOT. He also questioned her if the Dewey School would be a change of use to the property and change the non-profit status. She has submitted the DRA form but has not addressed the PILOT or program or the question about the school. Art suggested that they meet with the Director. Ken will contact the Director to set up a meeting.

Ken reported that the Church still has not sent in their monthly water meter reading or the signed storage agreement. The Selectmen suggested that he contact Legal Counsel.

Ken explained that recently there was an issue with the Sam Lake door locks and post office box access. An incident happened on Election Day. Sam had called the post office at 5:00 to see if anymore absentee ballots had come in the mail. He was told that Lisa was there and she will bring them up and that they had called the postmaster to see if that would be okay. Sam was not comfortable with that and explained to Chris and that he will be right down and to put them back in the mailbox. Sam expressed concerns about access to his office after hours.

Lisa has a key to the mailbox because she is the ZBA secretary. Ken suggested that the ZBA Chairman be contacted and explain that all mail will be picked up at the Sam Lake house.

In being consistent how other boards and committees handle their operations, Ken will draft a memo to all employees, board and committee members restricting business to regular business hours.

The next scheduled meeting will be held on September 28, 2020, at 5:00 PM at the meetinghouse.

Respectfully submitted,

Jan Stout  
Administrative Assistant

## Budget Highlights

YTD 2020

### **Buildings-**

- Generator installed at Sam Lake House

### **Equipment-**

- FD UTV purchased-has been very valuable in multiple incidents.
- New Zoll Heart Monitor purchased and on Rescue 1.
- Applied for Grant for SCBA compressor. Received award. FD will be contacting vendors.
- Work on Rescue 1 completed.
- PD Body Cameras purchased and in use.
- New HD Ford 550 in and having body work done.
- See Spreadsheet for Vehicle and Equipment status
- Deposits to Capital Reserves not done yet. Waiting until November.

### **IT-**

- Two new DMV printers purchased and installed at Town Clerk's office.

### **Taxes-**

Taxes year to date-Committed to \$3,767,938 and collected \$3,928,041 which includes back taxes from previous years. We have a total of \$227,603 in back taxes owed with 7 properties that will be submitted to the Selectmen for deeding. Sold three lots and have an offer for another and auctioned one deeded property for a total of \$65,000.

### **Personnel-**

- New Fire Chief hired. Starting October 1<sup>st</sup>
- New Building Inspector/Code Enforcement Officer hired.
- Deputy Health Officer appointed.

### **Covid-19-**

- Expended \$6,924.80 which is 100% reimbursable.

## **2021 Budget**

**Buildings-**Sam Lake House Garage. Est. of \$14,000-\$20,000.

### **Equipment-**

- HD would like to purchase another F-550
- Slide in Water Tank to replace Water truck.
- FD has fire truck committee.
- Replace PD Ford Pickup with SUV and Ford Taurus-Would like to lease.