

Town of Canterbury
Selectmen's Meeting
September 28, 2020

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

The meeting was called to order at 4:59 PM.

Town Clerk/Tax Collector Sam Papps

Sam distributed the outstanding property tax list. Sam reported that White Oaks Farm has paid their taxes in full.

He is preparing for the November elections. So far, he has received about 270 requests for absentee ballots.

The Board discussed with Sam how could it be made easier for residents that have medical conditions and cannot walk to the polls? Ken explained that at the primary election wrap-up meeting it was discussed increasing the handicap parking spaces to 4 or 5. Persons who refuse to wear masks will need to be assisted by a member of the Board of Selectmen or the Assistant Moderator and go to the back of the school where a table can be set up, to try to make reasonable accommodations.

The Board thanked Sam for attending.

Road Agent John O'Connor

John reported that the Intervale Road is almost complete. He has held off grading some of the dirt roads because the water supply is low.

John explained that 2 of the trucks required work to be done before they would pass inspection.

Chris Aiken has been doing the road side mowing. He is also mowing the Robert S. Fife field on Kimball Pond Road. The Riverland parking area has also been mowed.

Bob questioned if the gate on riverland should be locked. Deputy Fire Chief Nick Baker explained that for emergency service reasons, he would prefer that the gate stay locked during off times, it may hinder their ability to respond with vehicles parking wherever and this helps alleviate dumping trash, etc. during the winter. A brief discussion was held on the times the gate should be open and closed, need to be consistent with the signage.

The Board thanked John for attending.

Deputy Fire Chiefs Nick Baker & Scott Doherty

Nick distributed the monthly statist. This year to date there have been 225 incidents (26 since the last meeting). The department responded to a house fire on Layton Drive. The assistance from the Mutual Aid Departments was great.

Per the Governor's last statement, there will be no category 3 burns (brush permits), no burning on public lands. Seasonal category 1 (less than 2 feet in diameter) and category 2 (less than 4 feet in diameter) are still permitted on private property.

They are continuing with precautions while on incidents in light of COVID 19. On an EMS call a patient and their family member had tested positive. The attending EMT has filed the proper exposure forms. There is a good line of communication between the Fire Department and Town Office for filing the correct forms.

Fire Department Member Chris Acres has begun Recruit School. Mike Slattery has begun EMT Class.

The EMS training this month is Cardiac Arrest and Trauma Triage; fire training is Scene Size Up and HAZMAT Review.

Captain Craig Simpson has set up a Fire Prevention program with CES to take place on October 7th and 8th outside CES.

The Engine Replacement Committee is continuing to meet to spec out the replacement for Engine 3.

Planning Board Chairman Tyson Miller joined the meeting.

Tyson explained that the ZBA has approved a special exception for a campground, with 2 more coming up. How would the fire department handle an influx of people? With a review process, try to get everyone on the same page.

Ken explained that Building Inspector Joel French and Lt. Dave Nelson visited 2 of the campgrounds. They found that the fire pits were in compliance and the access to the sites was okay.

The Planning Board can address most of any concerns during the site plan review process.

Scott explained that he is concerned about the influx of people coming in and trying to find the sites in an emergency situation. The campgrounds should have maps with sites clearly marked.

Tyson explained that during the discussions with a large proposed campground in 2014 the Planning Board said that they had to have firefighting equipment on-site and 2 routes in and out of the property for emergencies.

Bob explained that we can't have KOA standards, the requirements need to be scaled to the operation.

Tyson questioned if they could limit the size of the camper or vehicle? Art asked if there are any State resources, Tyson said that there is a guidebook through the Campground Association. Tyson explained that having documentation from the Fire Department with the results of the inspections that would be beneficial to the Planning Board.

Tyson questioned if there are designated sites or can they just camp anywhere on the property. Tyson believes that there are 2 levels; tents and tent trailers. Ken explained that if motor homes are allowed; they all carry propane and if one caught on fire, it would be similar to a small house fire. Ken will discuss with Joel French and the Fire Department to come up with a checklist for campground inspection.

Tyson asked if there should be an annual permit or inspection. Nick explained that if you start putting a lot of recommendations, it overwhelms the property owner. He doesn't see the need for fire protection on site. Scott's concern is access should they need to respond. Bob stated that they should be careful with how many restrictions you have, they should be reasonable expectations.

The Board thanked Nick and Scott for attending.

Police Chief Mike Labrecque

Mike distributed the monthly statistics for the department.

Mike explained that Officer Aaron Smith is being deployed, he will be looking to add a few part-time officers for the interim.

Mike explained that the lease payments are complete and the Town will own the two vehicles, he will be looking to replace the Pickup and Taurus in 2021.

The body cams are working well, the officers review the recordings while submitting reports.

The Board thanked Mike for attending.

Robert Wolfe and Attorney Peter Imse attended the meeting to discuss the Wolfe property on Old Boyce Road in the commercial zone and the proposed round a-bout in Concord at the intersection with Rt. 4 and Old Boyce Rd.

Mr. Imse distributed an aerial photo of the property, Canterbury tax map, and Concord tax map.

Mr. Imse expressed the Wolfes concerns that the proposed round a-bout destroys access to their property and are looking to have the support of the Canterbury Selectmen and voice their concerns and participate in the discussions with the City of Concord. Ken said that this development will be a regional impact and will include the Planning Board and gives the town a voice in the project.

The Wolfes would like to see a design that would preserve reasonable access to their commercial property. Mr. Imse stated that the access to the Wolfe property is tight to the rotary and that Old Boyce and Shoestring Roads are never going to be very busy.

The Wolfes are requesting support and consideration from the Board of Selectmen. Bob stated that the Town will monitor the project to support the Wolfe's concerns about appropriate access to their property.

The Board thanked Mr. Imse and Mr. Wolfe for attending.

Ken explained that he had received an email from the Assistant City Manager of Concord. The City is looking for Canterbury to be a financial partner with them on the proposed round a-bout.

Ken explained that at one point the City had intended to develop Whitney Road as far as they could, even extending out to Sewalls Falls Road.

Ken had Mandy put a list together of the commercial properties with the acreage on Old Boyce Road, the topography and shape of the lots does not allow for any great potential for development in Canterbury.

The advantage of building this round a-bout to Canterbury v. the advantage to Concord is miniscule in comparison. The City and property owners will benefit greatly from this project. Bob will draft a letter to the City of Concord for the Selectmen to review.

Administrative:

The Board signed: A/P Manifest
P/R Manifest
Welfare Manifest

Conservation Commission Appointment Slips
Recreation Committee Appointment Slip
Letter to CUCC re: Joint Use Agreement & Storage Policy/ Agreement
Letter to Treasurer, Al Edelstein
Letter to ZBA Chair, Joe Halla
Deed to Tax Map 101 Lot 6 to David F. & Denise J. Daigneault
Budget Committee Appointment Slip

New Business

The Selectmen reviewed an email from Mehgan McGonagle proposing to have a life safety equipment box along the river, she will name it the “Zach Box” in memory of her boyfriend that drowned this summer.

“In order to ensure that no other family and community has to mourn such a tragedy ever again, I have a proposal. My legacy project will help ensure that lives on the water are saved from harsh currents and other problematic areas. For my legacy project I would like to create a safety box. I will call it the “Zach Box.” It will be filled with lifesaving items in the event of a drowning person. Some items may include, life preserving floatation devices, an emergency alarm to alert rescue personnel of the potential victims location, emergency flare guns, as well as a disposable inflation device. The Zach Box will be located along the river banks of common drown sites. The Box’s will be accessible to bystanders as well as emergency responders when they arrive at the scene. Hopefully by adding this safety equipment it can prevent drowning tragedies from happening.”

Ken will contact the Fire Chief and Conservation Commission to further discuss.

Ken reported that the Town has received letters from concerned residents in Sherwood Forest about the number of travel trailers in Sherwood Forest. A few years ago the Selectmen had the Police distribute a copy of the zoning ordinance to the property owners that had travel trailers on the property, to educate them of the zoning. Mandy will visit the area and take pictures to update the property cards. Ginny Dow from 43 Canterbury Shore Drive will be attending the next Selectmen’s meeting on October 5, 2020 to discuss this with the Selectmen.

The Selectmen received an apology letter from Briggs Lockwood regarding the placement of a picnic table on the green without getting permission. The highway department has the table at the highway garage. A brief discussion was held on putting it back on the green, Cheryl and Art do not want it put back. Bob sees no reason why it couldn’t be there. The highway department will return the table to Briggs.

Ken received an estimate from Elan City for a twin pack digital speed sign for \$5,499.00. The Selectmen will discuss this during the 2021 budget preparation.

Ken attended a public hearing on setting health insurance rates sponsored by HealthTrust. The rates will be set on October 6, 2020 and most likely will have a 6.8% increase. HealthTrust have a surplus in 2020 and are asking if the town would like to receive a check for the overage or have it applied to the December invoice. Bob made a motion to table the discussion until they have the exact amount of the surplus. Cheryl seconded the motion. All in favor by roll call, motion carried.

Ken updated the Selectmen that after speaking with the Director of Shaker Village, they filed their exempt status with the State and will be sending a check to the Town for payment in lieu of taxes.

Ken had a conversation with Sheila Bubka, owner of 526 Northwest Road about her advertising a Short-Term rentals with Air B & B without obtaining the proper permits from the town. Sheila

explained that she is now renting out the house with an option to buy. Ken explained that she needs to have the listing removed from the Air B&B website.

Ken reported that ZBA Chairman Halla contacted him explaining that Chance Anderson has missed the appeal time and is now in violation of zoning operating a short term rental without a permit. Art stated that Chance should be sent a letter stating that he needs to apply to the Zoning Board.

Minutes

The Selectmen reviewed the minutes of the September 14, 2020 Selectmen's minutes. Art made a motion to approve the minutes as amended. Cheryl seconded in the motion. Bob abstained as he was not present for that meeting.

Ken explained that he sent an email with a phone message attached to the Selectmen. The phone message was from Barbie Tilton stating that she received her special exception from the ZBA and was told that she was all set and was going to continue to operate the campground, and she didn't need to go to the Planning Board. She continuously ignored the process of getting the proper approvals for a campground, with the zoning board, building inspector and the planning board until she was issued a Cease and Desist order. A letter will be sent to her and another applicant that has applied for a campground that they may operate until they receive site plan approval from the Planning Board, but that the Town will reserve the right to seek injunctive relief if needed. Ken will draft the letter for the Board to review.

Cheryl made a motion to adjourn the meeting at 8:10 p.m. Art seconded the meeting. All in favor by roll call, motion carried.

The next Selectmen's meeting will be held on October 5, 2020 at 5:00 p.m. at the Meetinghouse.

Respectfully submitted,

Jan Stout
Administrative Assistant