

Town of Canterbury
Selectmen's Meeting
October 19, 2020

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

The meeting was called to order at 5:00 PM.

Appointments

Town Clerk/Tax Collector Sam Papps

Sam reported that he has received 377 requests for absentee ballots and 220 have been returned so far.

Sam explained that he had a conversation with Jane Sanders of Sanders Associates. They perform all the deed researches for the town in preparation of executing tax deeds. Sam said that the 2017 liens cannot be deeded this year because the liens were executed in August but were not recorded until December, they need to be recorded within a 30-day period.

A brief discussion was held on the upcoming presidential election. The Selectmen propose putting up a pop-up tent for those residents that cannot or will not wear masks. For handicapped residents provisions can be made to have the ballot brought to their vehicle. Sam will put a notice in the newsletter.

The Board thanked Sam for attending.

Road Agent John O'Connor

John discussed with the Selectmen paving projects for next year. He had received a quote from Pike Industries in the amount of \$343,831 for paving 2 miles of roads. He would like to pave 4,000 feet of Baptist Hill Road, 4,000 feet on Shaker Road and some aprons on 132.

A general discussion was held on replacing the water tank on the truck. John received an estimate for a plastic water tank on metal skids at a cost of approximately \$14,000. Bob said that he will contact some vendors that he worked with.

John explained that he received an email from George Holt of Aries Engineering concerning the culvert on Morrill Road. The existing culvert will need to be replaced with an open bottom culvert. He is getting estimates for the culvert.

Ken explained that he spoke with Doug Thompson of Thompson Landscaping. Doug had come to the Transfer Station with a mixed load, (irrigation pipe, tenant's trash, etc.). In the future different measures will be taken. The Board suggested that Mark reach out to other Transfer Stations to see how they handle this situation.

The Board thanked John for attending.

Fire Chief Mike Gamache

Mike distributed the monthly statistics for the department.

There have been 21 incidents since the last meeting and 242 incidents to date.

Covid-19 – One member was exposed due to proper precautions not followed. The member was tested and came back negative.

EMS Training still continues via Zoom, the fire training is continuing in person on a weekly basis. A fire prevention demonstration was held for 106 elementary school children on October 7th and 8th. The demonstration was led by Captain Simpson. Manchester Fire Department accelerant detection dog CY participated.

Mike has met with the Principal Erin Chubb and did a walkthrough of the School. An inspection will be scheduled before December 15, 2020.

Mike has been setting up meetings with the area Compact Chief, Fire Chiefs, Penacook Rescue, and Medical Director. He will be meeting with the Engine replacement committee.

He and Jan have been working on the 2019 AFG Grant that awarded the Town in July. Mike will be meeting with vendors for the air compressor.

Bob asked Mike what criteria the fire department is applying in relation to campground approvals. Mike explained that they are working with the Building Inspector and relying on National fire codes.

A brief discussion was held on Campgrounds and the progression of a normal application throughout the various boards and nothing being constructed until all approvals are received.

The Board thanked Mike for attending.

Aurora Weger & Dr. Nathaniel Shober

They attended the meeting to discuss the possibility of renting the Elkins Museum for a medical office practice. They received approval for a home occupation business at their house on Welch Rd. but are currently operating out of an office in Warner. They would be open 1 day and 1 night per week. They would need limited space for storage of supplies and inventory.

Bob explained that there are limits on the Selectmen's authority to enter into a long-term lease. Art stated that they are not set up to provide rentals. The building is not ADA compliant, the Selectmen will discuss their proposal and get back to them.

The Board thanked Aurora and Nathaniel for attending.

Conservation Commission Member Kelly Short

Kelly wanted to discuss a boundary line issue. The Conservation Commission is having a parcel of land on Sawyers Ferry Road harvested. Forester Ronald Klemarczyk was preparing the lot for the timber sale which would include marking the boundaries. He had located a few corners and several on-line markers. He did a quick check of the town's deed title but found that what he thought was a good description did not close when the bearing and distances were plotted and did not match the Tax Map in one section. He stopped all timber planning until he feels comfortable with the boundary situation.

Kelly asked the Board if they should go ahead with the timber harvest but not include the area in question. Art felt that that was the best solution.

A discussion was held on having the town parcel surveyed. The Conservation Commission will have about \$1,500 from professional services that could be encumbered to next year. Art questioned if the land use change tax could be used for the surveying. Kelly replied no, I don't think so, that money is used for acquisition of land.

The Selectmen approved to have Kelly get estimates from Surveyors to assist in establishing the boundary line.

Ken asked since Tom Osmer has moved, who is the chair of the Conservation Commission. Kelly explained that Ken Stern is acting chair, but that he and Kelly would share duties. Kelly will be handling anything that concerns spending, the remainder will be handled by Ken.

Administrative

Sign: A/P Manifest
 P/R Manifest
 HealthTrust 2021 Contract
 EZ-Pass Contract
 Kane Conservation Contract
 Prorated Assessment for Damaged Buildings
 Yield Tax Levy – Tax Map 264 Lot 14
 Intent to Cut – Tax Map 221 Lot 13
 Tax Map 216 Lot 16 & 18

Minutes

The Board reviewed the minutes of the October 5, 2020 Selectmen's minutes. Bob made a motion to approve the minutes as written. Art seconded the motion. All in favor by roll call, motion carried.

New Business

Ken explained that they have received notice from Healthtrust notifying of a return of surplus. Healthtrust, we have the option of having a check sent to the town or apply the surplus to the December bill. The employees who contribute a portion to their health care will receive a proportioned share of a return as a contribution holiday.

The Selectmen reviewed a request from Monier Mawazzi to purchase Tax Map 102 Lots 109 & 111 for \$2,500 each. He proposed to merge them with his existing lot. These lots would give him alternate places of access for trails. Ginny Dow joined the meeting by phone, she said that she was curious as the property owner already has many access for trails, she's concerned about the potential development. She wished that the town would not sell any lots in Sherwood Forest. Bob felt that it was a reasonable request to ask the intentions behind the request. The Board asked Ken to contact the Mr. Mawazzi and what his plans are for those properties.

Ken reported that he spoke with both the Building Inspector and Assessor, they will be going out in the next few weeks looking independently at the travel trailers in Sherwood Forest. They will send a report to the Selectmen upon completion.

The Selectmen received a notice from the Historic District Commission asking to meet with the Board of Selectmen and Town Administrator on October 28, 2020, to discuss the barn located at 10 Center Rd. and how to improve communications between the HDC and the Select Board.

Ken gave a background on the application that was submitted to the HDC for removal of the barn. The application was approved with conditions of the barn being re-assembled in another location. The project was not completed with the specified time frame, an extension was granted by the HDC. The project has yet to be completed and a request was received from the property owner for re-hearing. The request was denied, as there have no changes since the original approval and they see no reason to re-hear the case.

Ken distributed copies of a draft contract for the Police Chief. The Selectmen reviewed and signed the contract.

Ken reported that the wash station for the transfer station is in Manchester. John and Mark will be picking it up.

Old Business

The Selectmen discussed the Treasurer's concerns with hours available the office is open for him to get the deposits. The Board had inquired at a previous meeting how much cash is typically collected from the Transfer Station. Ken explained that he spoke with Mary Hauptman regarding the cash received at the transfer station weekly. Mary said that on an average she receives around \$750 weekly. Boscawen has designated their Deputy Town Clerk to make deposits for the town daily.

Ken has sent an email to the NHMA legal inquiries asking for their definition of "set up housekeeping" or "living" purposes as described in the zoning ordinance under Article 2, 2.7. They replied that we should check the local records at the time of adoption. Bob feels that the parameters are unclear, we should look how other towns deal with it.

Ken explained that he spoke with Doug Pounds of Hancock Road. Previous correspondence with Mr. Pounds notified him that a building permit would not be issued until the road work was done per the road agreement. The Road Agent has said that the road work has been completed. Bob made a motion to grant Mr. Pounds a building permit with all of the conditions established by the Board of Selectmen for the issuance of the building permit have been met. Art seconded the motion. All in favor by roll call, motion carried.

A general discussion was held on the ZBA asking for a formal letter that 109 Ayers Road is now in compliance. The ZBA denied the variance, how much of a follow up from the Code Enforcement Officer or staff to the ZBA required.

Ken received an email from the Building Inspector regarding a letter sent to Kevin Bragg about his greenhouse. The Zoning Board Chair said that Kevin didn't need a special exception and that the Planning Board has not yet determined that a site plan is needed. A note will go in his property file that a special exception was not needed.

The Selectmen reviewed the action item list.

A general discussion was held on campgrounds and short-term rentals and what could be required for each.

Art made a motion to adjourn the meeting at 8:20 PM. Bob seconded the meeting. All in favor motion carried.

The next Selectmen's meeting will be held on November 2, 2020, at 5:00 PM at the Meetinghouse.

Respectfully submitted,

Jan Stout
Administrative Assistant.