

Town of Canterbury
Selectmen's Meeting
November 16, 2020

Selectmen Present: Cheryl Gordon
Art Hudson (via telephone)
Robert Steenson
Town Administrator: Ken Folsom

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

Appointments

Town Clerk/Tax Collector Sam Papps

Sam distributed the unpaid taxes list. Cheryl commented that the list is much less than in previous years.

Sam reported that he had contacted Invoice I- Cloud and Interware Development for software to allow residents to use credit/debit cards in the Town Clerk/Tax office.

Interware offers a stand-alone system. The software is free and card reader is purchased for \$375.00 with an annual maintenance agreement of \$60. Interware charges 2.79% of each transaction, their fee is charged directly to the consumer. A batch at the end of the day is calculated and closed at 7:45 pm with the monies being transferred to the towns account the following day.

Ken explained that he and Ben Bynum looked into I-Cloud. Their fees are higher and it takes 3-4 days to transfer into the towns account.

Both Bob & Cheryl are in favor of using Interware beginning in January 2021.

The Board thanked Sam for attending.

Road Agent John O'Connor (via telephone)

John reported that the 1-ton is back on the road, the Sterling now has a new clutch and rebuilt transmission. The backhoe has been down for 2 days. They are working on grading roads and filling in pot-holes.

John reported that the Town is losing the vendor that recycles paper and cardboard at the end of this year. They are actively looking for a new vendor. Bob suggested that he look into what other towns that use the same vendor are doing. He is not in favor of renting trailers/tractor. Bob asked John to have the Transfer Station manager schedule a Solid Waste Committee meeting to discuss alternate vendors.

The Board thanked John for attending.

Fire Chief Mike Gamache

Mike distributed the monthly statistics.

Mike updated the Board on recent incidents. The Department is issuing burn permits as Governor Sununu has lifted the restrictions on burn permits.

Mike updated the Selectmen on training, inspections, and meetings.

Mike has been in contact with 2 vendors for the purchase of the air compressor. He is planning on visiting another town to take a look at their compressor.

The Selectmen explained that he would need to have a contract or purchase order to be able to encumber the funds until 2021.

The Selectmen thanked Mike for attending.

Library Director Sue LeClair

Claudia Leidinger joined the meeting by telephone.

Sue reported that she had contacted several HVAC companies about the furnace at the Library. Larry Martin of Martin Electric looked at the furnace. He felt that the furnace does not need to be replaced but would look into replacing a few parts. He suggested the cause of the uneven heat in the building could be due to the location of the thermostats. The Board felt that the repairs and relocation of the thermostats is a good step to take before replacing the entire furnaces.

Sue explained that the concrete pad by the emergency exit is too high, causing water to run back into the building. The Selectmen will take a look at it.

Sue reported that the circulation numbers are close to what they would be under normal circumstances. The Selectmen said that they have done a great job keeping their services running.

The Board thanked Sue for attending.

Police Chief Mike Labrecque

Mike distributed department monthly statistics.

Mike reported that Officer Aaron Smith is deployed and will be gone for a year and is looking for an officer to temporary fill in Aarons shifts. Canterbury Officer Justin Crotty has recommended someone. A brief discussion was held on filling this position temporarily with a full-time or part-time officer. Mike will interview the Officer first then bring him to a meeting to meet the Selectmen.

Mike presented the Board with a cost comparison of leasing hybrid vehicles v regular vehicles.

The Board thanked Mike for attending.

Budget Committee Members – George Glines, Tyson, Miller, Bob Scarponi (via telephone) and Kelly Short (via telephone).

Ken went over the 2020 budget highlights and possible warrant articles for 2021

Proposed warrant articles

- Sam Lake Garage renovations - \$14,000-\$20,000
- Library Roof - \$21,900
- Meetinghouse Roof - \$5,900
- Morrill Road Culvert - \$168,000 - \$200,000
- Fire Command Car - \$55,000
- Cruiser Lease (2) - \$92,800 over 3 years

Police Department

Chief Labrecque discussed his proposed budget and cruiser lease with the Budget Committee.

Mike explained that if the new cruisers are approved, all the cruisers will be the same. He would prefer not to get another pickup. Both the pickup and his car each have over 100,000 plus on them. Bob Steenson asked if they could go another year without getting new cruisers. Mike explained that he would prefer to go into another lease 3-year lease program then have a gap year because of the condition on the pickup and his car. The Board is in favor of the lease program and believes the lease program should be continued in 2021.

Fire Department

Chief Gamache explained that there are 2 pressing needs in the Fire Department

- Replace Engine 3 - the Apparatus Committee has been meeting, and are meeting Vendors, but are not ready to put before the townspeople.
- Command Car – the current vehicle is a 2010 Expedition and is in poor shape, the sunroof leaks and is small. (Vehicle - \$34,000 +/- lights, command center \$18,000 +/-).

Art suggested that Mike look into leasing the vehicle. Bob suggested purchasing the vehicle and have the equipment come out of the fire equipment capital reserve.

Mike explained that he has added 2 new budget lines, fire hose and fire prevention programs. A brief discussion was held on the weekend coverage budget line. It appears that the members who are on weekend standby are not having taxes taken out of the compensation. This was a deterrent from some members. Mike suggested that they may want to research a per diem program going forward.

Highway Department

John explained the large increase in the backhoe budget line. A few years back he had mentioned that the backhoe will need to be replaced. He was asked instead to get an estimate to repair it. The estimate he received was dealer pricing but that Evan is doing a lot of mechanic work and would reduce the cost.

A brief discussion was held on a new slide in water tank. John received estimates between \$10,800 and \$13,000 depending on the type of tank (plastic v stainless).

Bob suggested that maybe the paving budget could be reduced because of the Morrill Road culvert project. John mentioned that he has contacted a company that makes wooden bridge with wooden guardrails. He also has contacted M.A. Bean who did the Randall Rd. and Clough Rd. bridges. John will look at all options available.

Solid Waste

Bags will need to be purchased in 2021. Mark will be researching other vendors for recycling paper and cardboard.

A brief discussion was held on the large baler that needs 3 phase power to run and the possibility of a 3 phase generator.

The storm water drainage ground work at the transfer station has been completed by the Highway Department. Aries will need to do an as-built site plan.

Executive

Ken explained that the new server that was in the budget will not be purchased this year, the estimate originally received was not complete. The \$13,500 will be encumbered with an additional \$3,500 added to the 2021 budget.

Parks & Recreation

The Parks & Recreation has submitted an extensive budget this year. The proposed budget is looking for money for a soccer program, youth ski program, and NH youth travel basketball team and the Towns Halloween event. The Selectmen will need more information from them, such as who would control the expenses, where would the equipment be housed. The Selectmen will set up a meeting with the Committee at the next Selectmen's meeting.

Conservation Commission

A new budget line was added "Conservation Project Support" the expenses posted to this account will be offset by the Land Use Change Tax fund.

Conservation Co-Chair Kelly Short explained that a timber harvest is being done in Sawyer Ferry forest. There is one boundary line that is not clear and should be clarified. For the time being, the timber harvest will stay clear of the boundary line in question. Kelly explained that to have the property surveyed it be cost between \$9,000 and \$12,000. Tyson suggested that the abutting owner may want to make an agreement as to the location of the property line.

Planning/Zoning

The Planning Board will be encumbering \$4,800 from 2019 for the Master Plan project.

The Zoning Board is having more meetings because of the new special exception requirements. A question was brought up about the wage line being so high, the Selectmen will look into this further.

Building Inspector

The Selectmen are looking into purchasing the building inspection software from Avitar, this would integrate with the existing assessing software. The initial cost is \$5,900 with a \$1,200 annual maintenance agreement.

Finance

Bob explained the town may be missing an opportunity. In reviewing the fiscal year 2019 audit there is a significant difference between the Library trust investments revenues and the town's investments revenues. In the past the Treasurer invested town money. The Board would like to discuss this with the Treasurer and Trustees of the Trust Fund.

New Business

The Selectmen reviewed job descriptions for the Planning Board Secretary and Planning Board Associate.

Ken reported that no one else has come forth with an interest in purchasing Tax Map 102 Lots 109 & 111. Bob made a motion to counter-offer the proposal presented by Monier Mawazzi and to sell Tax Map 102 Lots 109 & 111 to Mr. Mawazzi with the condition of it being merged with Tax Map 102 Lot 69 for \$3,700 each (\$7,500) total. Art seconded the motion. All in favor by roll call, motion carried.

The Selectmen received a request from the Farmers Market asking to house 2 platforms in the Town Hall basement. The Selectmen approved the request.

Administrative

A/P Manifest

P/R Manifest

Letter to Aurora Weger & Nathaniel Shober

HDC Alternate Member Appointment Slip – Lois Scriber

Jeff Leidinger

Conservation Commission Appointment Slip – Sara Riordan

Art made a motion to adjourn the meeting at 8:25 pm. Cheryl seconded the motion. All in favor by roll call, motion carried.

The next Selectmen's meeting will be held on Monday, December 7, 2020 at 5:00 pm at the Meetinghouse.

Respectfully submitted,

Jan Stout

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