

Town of Canterbury
Selectmen's Meeting
April 20, 2015

Selectmen Present: Bob Steenson
 Cheryl Gordon
 George Glines
Town Administrator: Ken Folsom

The meeting was called to order at 5:37 PM.

Bob made a motion to go into non-public session to discuss a personnel matter at 5:38 PM. George seconded the motion. All in favor by roll call, motion carried.

Bob made a motion to exit the non-public session at 6:02 PM and to permanently seal the minutes due to the personnel matters discussed. George seconded the motion. All in favor, motion carried.

Road Agent Jim Sawicki attended the meeting

Jim distributed a draft copy of his work plan. The Selectmen reviewed the plan and noted that conceptually it is a good start. Bob suggested that he put this work plan in chart form and include as many details as he wants (details of the project, who is responsible for the various tasks, how long each task should take etc.). Bob asked Jim if the employees are informed ahead of time on projects.

Jim explained that he will further review the work plan with Ken.

A general discussion was held on adding as much detail wanted, duration of the project, how long each task should take. Ken explained that if you are detailing jobs out you would be able to allow for vacations, etc. Bob suggested that Jim contact other Road Agents to see how they schedule for projects.

A general discussion was held on the procedure for grading the roads. Materials that are cleaned from ditches are being left in piles on the side of the roads. The department tries to pick it up but it sometimes it doesn't get taken care of in a timely fashion. Jim also explained why they don't use the York rake every time they grade a road. Jim reported that there is no set sequence on how the grading is done.

A brief discussion was held on lunch breaks, etc. Bob asked Jim to be conscience of the labor laws and wants to be sure they are getting their breaks. Jim reported that as long as he has been employed with the Town, lunch as always been on the run. The employees do not have scheduled breaks but take them as needed. The Board will address this in the personnel policies.

Jim reviewed a draft ordinance with the Selectmen.

- Depositing materials in road-Some issues have arisen from logging operations, one possible solution is to require temporary driveway permit in addition to amending the language in our current ordinance concerning snow removal.

The Board asked Ken to get a legal opinion on the proposed ordinance.

The Selectmen explained to Jim that they have been asking to have the Transfer Station cleaned up. When visiting the transfer station that prior Saturday, it was a disaster. Just asking to have this done has not been successful. The Selectmen now request that this task be completed. They understand that they may not get the best prices for some of the recyclables, but it must be cleaned up.

Jim reported that the State portion of Intervale Road is still on schedule to get rebuilt and paved this year.

A brief discussion was held on the on-going upgrades to Hancock Road. Bob asked Jim to keep an eye on the improvements being done.

Ken distributed a copy of a worksheet showing the expenses for the electricity and heating at the Municipal Building. He is concerned about the amount of money being spent on the utilities at the Municipal Building.

The Board thanked Jim for attending.

Fire Chief Pete Angwin attended the meeting.

Pete submitted a copy of the call volume year to date. Bob noted that most of the calls seem to be medical. It also appears that the software is creating duplicate call information, the software is overstating the number of actual calls. Bob asked to also see a list of equipment that was sent on each call.

Pete reported that the garage door has been installed and inspections of the vehicles have been completed.

Ken gave Pete a copy of the worksheet with utility expenses at the Municipal Building.

Pete thanked Ken for all the work he has put into the Municipal Building.

The Board thanked Pete.

Police Chief John LaRoche attended the meeting.

John submitted his statistic sheets. John reported that Kyle is back from the Academy and he will submit a work schedule for May to Ken.

Bob asked John to get a list of scenic roads in Town in preparation for the on-going tree cutting.

Ken gave John a copy of the worksheet with utility expenses at the Municipal Building.

The Selectmen signed: P/R Manifest
 A/P Manifest
 Current Use Application – Tax Map 211 Lot 4
 Current Use Application – Tax Map 249 Lot 3
 Leave Request

The Selectmen reviewed a proposal for a payment schedule for delinquent taxes.
Bob made a motion to accept the repayment schedule as proposed for Tax Map 216 Lot 2.
George seconded the motion. All in favor, motion carried.

A brief discussion was held on sending letters to property owners with delinquent taxes.

A discussion was held on getting quotes for demolition of the structure on 381 Intervale Road.

The minutes of the April 6, 2015 Selectmen's meeting were reviewed. Bob made a motion to approve the minutes as amended. George seconded the motion.

The non-public minutes of the March 23, 2015 Selectmen's meeting were reviewed. Bob made a motion to approve the minutes as written. George seconded the motion.

The Board discussed holding a combined Board/Commission meeting. Ken will schedule the date and location.

The Selectmen approved the proposed from Virtual Town Hall to update the website. Jan will fill out the Budget line reallocation form.

Ken reported that some of the Building Permit applications are being issued but not paid for. No follow up to the permit application is being performed.

George made a motion to adjourn the meeting at 9:14 PM

The next Selectmen's meeting will be held on May 4, 2015 at 6:00 PM at the Meetinghouse

Respectfully submitted,

Jan Stout
Administrative Assistant